**Job Profile: HS2 Special Projects Officer**

**This supplementary information for HS2 Special Projects Officer is for guidance and must be used in conjunction with the Job Capsule for Level 6 Zone 1**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The post holder will be responsible for leading the complex rehousing and redevelopment programme for key Council-owned sites impacted upon by High Speed 2 (HS2).

The post holder will work in partnership with senior members and officers from within the Council, ward councillors, tenants, residents and other stakeholders to develop shared solutions that provide residents with good quality homes and create new neighbourhoods and spaces for our citizens.

The post holder will work with officers from various departments to ensure the successful delivery of the rehousing and redevelopment programme.

**Example outcomes or objectives that this role will deliver:**

* To successfully implement the complex **decant strategy** for residents who need to be re-housed as a result of the HS2 project.
* To oversee a significant budget (approx £110m) to facilitate the rehousing programme.
* To oversee the acquisition of additional affordable homes within the borough to rehouse approx 175 households.
* To develop a delivery strategy for the sites vacated as a result of the rehousing programme with a view to increasing the amount of affordable housing in the area.
* To ensure that the rehousing and redevelopment programmes are delivered in partnership with senior Members and officers within the Council, ward councillors, tenants, residents, School Governing bodies, and other stakeholders, utilising innovative and leading edge approaches to community engagement and coordinating solutions that command wide-spread support.

**People Management Responsibilities:**

The post holder reports directly to TBC and is required to deputise on occasion.

The post holder has responsibility for day-to-day management of a team of staff and consultants which will reflect the complexity and value of the rehousing and redevelopment programme. This is valued at approximately £400m.

The post holder will lead a team of officers and consultants to deliver the programme. The internal team is to be agreed however could be a mixture of direct reports and seconded resources.

An indication of the Team required is set out below:

HS2 Special Projects Officer

* Programme Support Officer
* Tenant Decant Officer
* Leasehold Buyback Officer
* Consultation and Engagement Officer
* Senior Development Manager
* Development Manager

**Relationships;**

The post holder will be responsible for developing a new way of working, bringing together ward councillors, tenants, leaseholders, residents and communities to establish and deliver a shared vision for these estates.

This is a new venture for Camden Council, involving significant business risk in terms of delivering the decant strategy and reputational risk for the Council if the programme fails to deliver.

The post holder will have daily contact with chief officers and very regular contact with elected members, including presenting reports to Cabinet, scrutiny and ward councillors. The post holder will represent the Council at a wide range of public meetings.

**Work Environment:**

Office / Working from Home based with periods of time spent outdoors

**Technical Knowledge and Experience:**

* Degree level education in regeneration, construction and/or housing
* Good knowledge of tenant and leasehold rights as well as landlord responsibilities
* Knowledge of CPO process
  + Knowledge & understanding of regulations, sustainability in terms of Design and Management
  + Knowledge of effective resident environment, communities and engagement techniques in relation to construction regeneration projects.
  + Knowledge of construction contract and property law, including Landlord & Tenant law and practice.
  + A good knowledge of best practice in regeneration and development activities.

• Knowledge of Asset Management Planning, particularly in a local authority context.

* + Good knowledge of construction and safety responsibilities in relation procurement practice and related to construction and Construction law.

**Camden Core Behaviours – identify the level relevant to role for the 5 Camden core behaviours:**

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| **Behaviour** | **Level required at Zone 2** |
| **Confidence and Resilience** | 4 |
| **Driving**  **Improvement** | 3 |
| **Leading People or Working Together\*** | 3 |
| **Organisational Awareness** | 4 |
| **Strategic**  **Perspective** | 2 |