# Job Profile

# Job Title: Construction Project Manager – Blashford Tower Major Works Project

# Job Grade and Salary: Level 5, Zone 1

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

**Project Dimensions:**

The Blashford Tower major works project team is responsible for the design, procurement, construction, and completion of a complex and high profile, £25M project. The works contract will provide a brand new, A1 fire safety rated, building envelope. This will involve the installation of new cladding panels including the closure of the tower’s open stair core, replacement of windows and the installation of a new monorail system to improve the safety of access for maintenance, repairs, and window cleaning.

The Projects team at Blashford Tower will be sum part of a bigger project team at Chalcots, dedicated to delivering a similar “envelope works” to the other four towers that make up the Chalcots Estate. Working closely with the Project Director, the expectation is that the Construction Project Manager will mobilise and deliver the planned works project at Blashford Tower, making sure consultation, engagement, quality, relevant legislative compliance and commercial management processes are practically adhered to and recorded. The post holder will also be responsible for health and safety matters associated with the project and for the seamless handover to residents and internal asset management team.

The Chalcots Estate, Major Capital Works project group will strive to deliver a best-in-class, high quality example, fire safe, façade project, that will be fully compliant with the references made following Dame Judith Hackitt independent review of the building regulations and proposed new fire safety regulations for high rise buildings.

The post-holder will operationally report into the Project Director.

**Role Purpose:**

* On a day-to-day basis during the life cycle of the project, ensure that personnel, supply chain partners and internal stakeholders, are always in place, to deliver the whole contract management activities of the Council, across this complex project.
* To oversee and coordinate with colleagues other relevant, day to day, Council business as usual matters, that will affect the delivery of the project (*such as service level arrangements of other departments and other ongoing supplier performance to the residents*).
* To manage the Camden professional services consultants, to bring effective programme management and co-ordination of the contract works including their inter-dependencies and risks issues arising.
* To participate on the communication plan including stakeholder consultation and resident engagement during the delivery phase.
* To oversee an effective quality assurance and compliance process across the whole project programme by concentrating inwardly on the programme’s consistency and outwardly on its coherence with infrastructure planning, interfaces, and other programme drivers in relation to corporate, technical and specialist standards.
* To coordinate all associated management processes, procedures, and systems – in conjunction with colleagues across Property Management, to ensure that the Council’s statutory duties around project compliance is discharged appropriately and that there is a clear understanding of the legislative context relating to the Council’s statutory obligations on health and safety.
* To manage health and safety policy, ensuring relevant legislative compliance is adhered to, within the service area and lead on the seamless handover to residents and the internal asset team.

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

* The post holder will work collaboratively with the Employers Agent / Contract Administrator to develop and implement a major works programme that will drive up performance and make a positive contribution towards the project’s wider objectives and programmes.
* Administer the contract performance measures in line with contract documentation and / or set performance measures for schemes in conjunction with the Project Director.
* Oversee all aspects of programming, and delivery of the project and making sure programmes are delivered to the appropriate quality, on time and are within the contact budget and timeline.
* Work collaboratively with the Employers Agent / Contract Administrator on the management of the programme budget and make sure budget monitoring and planning information is prepared in a timely and accurate manner and that budgets are contained within cash limits.
* Oversee the effective operational delivery of programmes and project plan. Make sure professional services consultants and contractors perform their duties such that the projects are delivered to the appropriate quality, on time and within budget, meeting the necessary design standards.
* The post holder will make sure the team provides active resident engagement throughout the works lifecycle and management of any leaseholder consultation processes, ensuring that works are carried out in a manner which minimises community impact.
* The post holder will oversee the budget of the contract works and monitoring and reporting on financial aspects of the programme relating to the scope of project under management control.
* Compile monthly reports covering all aspects of project and present reports at the management meetings. This will include, but not limited to reporting on progress monitoring and reporting, escalating operational risks and issues in a timely manner to the internal Stakeholders and Project Director.
* Understand and comply as appropriate with the Council’s governance arrangements and its Constitution.
* To work with the key stakeholders on the development of contract work schemes through the approvals process, ensuring clarity of roles and responsibilities exist and that schemes are progressed in line with affordability requirements and overall programme timetable.
* To work effectively in a management environment e.g., within a wider Council organisational structure of staff, over whom you have no authority for example repairs, caretaking, or housing management staff.
* To engage stakeholders to ensure they provide input and take decisions when required, including sign-off of project works specific delivery proposals.
* To engage with the relevant Council teams, contractors, and stakeholders to make sure any necessary actions including moving and decanting are coordinated, to achieve the required project programme without disruption to Councils service provision to its clients / residents.
* To operationally oversee the administration of contracts and making sure the Council and its contractors are following the terms of the contract.
* Provide operational advice and support for Members and Chief Officers and to report to Council committees, stakeholder groups and others on the development and implementation of the project.
* To operationally support the development of other Council services working within the project realm, i.e., being forward looking, customer focussed and result orientated.
* The post holder will optimise the IT systems utilised in project delivery to ensure all information on as-built works is captured and recorded in an effective fashion and handed over to the strategic asset management team, considering the requirements that may be required following the Hackitt Review.

**People Management Responsibilities:**

* The post holder will work with Camden’s project “client” team with no people management responsibilities.

**Relationships:**

* The post holder will work closely with councillors, residents, and key stakeholders, the property managements asset team and the repairs and maintenance building managers.

**Key contacts will include:**

* Senior management, Heads of Service within the Council
* Cabinet Members
* Ward Councillors
* Stakeholder groups

**Work Environment:**

* The post holder will work across the Council’s offices at the Chalcots site offices.
* The post holder will be expected to visit premises where they may be subject to noise and dirt and as necessary, carry out inspections in line with the requirements of the post. This can involve being outside in all weathers.
* The post holder will routinely attend site at all stages of the project life cycle and evening meetings as required.

**Technical Knowledge and Experience:**

**Essential:**

* Thorough knowledge of the construction market and the processes to co-ordinate resources and deliver completed projects.
* Strong knowledge of construction project and programme management methodologies
* A sound knowledge of the principles of construction programme delivery including Planning considerations, Building Control processes, logistical arrangements, procurement, and contract administration.
* Significant experience in the public or private sector to include:
  + Successful track record in delivering complex capital major works projects.
  + Experience of programme planning, monitoring and implementation.
  + Direct management of staff and project consultants in the delivery of projects
  + Financial management including budget preparation, resource planning and monitoring.
  + Stakeholder and partnership management within the public sector or similar environment
* Numerate, with strong IT skills
* Strong written and verbal presentation skills

**Desirable:**

* Membership of the Royal Institute of Chartered Surveyors, the Chartered Institute of Builders, Association of Project Managers, NEBOSH construction certificate

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,