

## **Job Profile - Programme Manager**

**Job title:** Programme Manager

**Job level:** Level 6 Zone 1

**Salary range:** £59,865 - £73,166

### **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 capital works team is responsible for a variety of capital and asset management programmes, varying from complex, long-term, multi-million pound construction investment programmes, to a series of small projects of less than £1m each. Projects will relate to Council homes, schools, corporate buildings and commercial premises. The programme teams will deliver building fabric, fire safety and associated M&E works.

### **Role Purpose:**

- Lead and manage a team of project management staff and professional services consultants in the delivery of a wide range of capital projects. This is a "hands-on" delivery role and the post holder will be required to deal at a senior level with stakeholders, consultancy organisations and major construction companies, bringing effective programme management and co-ordination of capital works and management of their inter-dependencies including oversight of any risks and issues arising.
- With responsibility for delivering range of fabric, fire safety and associated M&E works, in the value of circa. £30m - £40m per annum, this role will also lead on stakeholder consultation and resident engagement during the delivery phase, so the need for excellent communication will be a main driver for this high profile role

- Making sure of effective quality assurance and integrity across the whole works programme. Concentrating inwardly on the internal consistency of the programme and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards.
- Proactive allocation of common resources and skills within the programme's individual projects will be essential as will managing all staffing activities within respective portfolio i.e. day to day management, recruitment and agency staffing, budget monitoring etc.
- Developing and enhancing all associated management processes, procedures and systems – in conjunction with colleagues across Property Management is expected as is ensuring 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 provide leadership on health and safety policy, ensuring relevant legislative compliance is adhered to, within the service area and lead on the seamless handover to clients and the internal asset team.

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

- The post holder will work collaboratively with all Heads of Service to develop and implement a capital works programme that will drive up performance and make a positive contribution towards the Property Management Division's wider objectives and programmes.
- Be responsible for the ongoing development of the programme and project plan(s), working closely with property data and contract resourcing teams to develop packages of works for procurement and delivery
- The post holder will be responsible for all aspects of programming, management and delivery of projects and making sure programmes and project(s) are delivered to the appropriate quality, on time and within budget
- Lead on 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. This will include administration of contract variations such as compensation events, extension of time requests, and administration of liquidated and ascertained damages as well as control of cost.

- Lead the effective delivery of programme and project plan(s). 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 leaseholder consultation processes, ensuring that works are carried out in a manner which minimises community impact.
- The post holder will manage and be accountable for the overall capital budget of the programme area assigned to them and monitor and report on financial aspects of the programme relating to the scope of projects under management control. This plus making sure that leaseholder consultation processes are adhered to, for example where project scopes are amended and costs adjustments are made.
- Responsible for progress monitoring and reporting, escalating risks and issues in a timely manner.
- Understand and comply as appropriate with the Council's governance arrangements and its Constitution
- To work with the key stakeholders on the development of 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 organisational structure or buildings made up of staff over whom you have no authority for example school staff.
- To engage stakeholders to ensure they provide input and take decisions when required, including sign-off of proposals and designs.
- To engage with the relevant Council teams, contractors and stakeholders to make sure residents or building users take any necessary action including moving and decanting, to achieve the required project programme without disruption to service provision.
- To be responsible for the administration of contracts and making sure the Council and its contractors are in compliance with the terms of the contract.
- Provide 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(s).

- To support the refurbishment and / or development of services and facilities as 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, taking into account the requirements that may be required following the Hackitt Review.

### **People Management Responsibilities:**

- Responsible for managing a team of 6 or more project managers
- The post holder will also commission and work with consultant Employers Agents and project personnel.

### **Relationships:**

- The post holder will work closely with councillors, residents and key stakeholders such as school head teachers and building managers.

### **Key contacts will include:**

- Senior management within the Council
- Cabinet Members
- Ward Councillors
- Stakeholder groups

### **Work Environment:**

- The post holder will work across the Council's offices at Holmes Road, 5 Pancras Square and Jamestown Road
- The post holder will be expected to visit construction sites and 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
- A minimum of five years relevant experience in the public or private sector to include:
  - Successful track record in delivering complex capital 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](#).

### **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](#) 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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,