

Job Profile Information: Property Programme Manager

Salary Range: £59,865 – £73,166

Job Grade: Level 6, Zone 1

Contract Type: 2 Year Fixed Term /Secondment

This supplementary information for Property Programme Manager is for guidance and must be used in conjunction with the Job Capsule for Job 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.

Project Dimensions:

The Property team is responsible for the strategic direction, business partnering and policy framework for the Council's commercial and corporate assets. The team leads on the delivery of the Council's asset strategy through the: day to day management of the tenanted and occupied commercial property portfolio; the programme of property development projects, acquisitions and disposals; and strategic management of the corporate estate. The team includes the new homes private sales function of the Community Investment Programme as well as the Accommodation Programme team.

Role Purpose:

- Working to the Head of Property and coordinating a wide range of property professionals to deliver the strategic aims of the Property team.
- The commercial portfolio generates significant income to the Council which in turn funds services. Pre-pandemic revenue income was at £17.9m (19/20), split £10.1m to the General Fund and £7.8m to the HRA. The Programme Manager will lead on the work being undertaken to return the portfolio's revenue income to pre-pandemic levels and to grow the income further through latent value in the portfolio.
- Lead and manage the transition to a new property database
- Lead on the formation of performance standards, KPIs, reporting and monitoring for the property teams' various activities
- Develop the commercial property asset strategy which in turn will set out the workstreams required to return the portfolio to pre-pandemic levels and release further income through latent value in the assets

- 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 landlords and tenants, bringing effective programme management and co-ordination of programme delivery and management of their inter-dependencies including oversight of any risks and issues arising.
- 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 is expected as is ensuring that the Council’s statutory duties around project compliance and audit is discharged appropriately.

Example outcomes or objectives that this role will deliver:

- Lead a systematic review of every commercial property to create a plan – with clear categorisation of each asset, and an understanding of current and potential income and value from them
- Create a baseline position of our knowledge of what should be assets for review/change. The review should cover corporate property and should challenge service assumptions constructively on their delivery models and need for property
- From this a prioritised actions/opportunities:
 - What is vacant now
 - With an existing plan that needs to be confirmed or reviewed
 - With no plan so one needs creating
 - What is underperforming from an income or value perspective – e.g. high value but low yielding commercial assets
 - What are inefficient or underused spaces within corporate portfolio and what are the options – e.g. vacant office space within libraries
 - What are the development opportunities for other uses e.g. garages/undercrofts that could become workspace; affordable housing sites
 - What are unknown assets – e.g. vacant spaces on estates that are acknowledged as assets (I know Dave is covering this on estates so it would be good to check in with him)
- We should then categorise all properties as:
 - Maintain and Invest
 - Dispose
 - Re-purpose
 - Develop
- Decisions would require mini business cases to identify impact on income/savings within portfolio as a whole
- Sitting alongside this would be an investment and acquisition strategy for new income assets within the portfolio

- Be responsible for the ongoing development of the programme and project plan(s), working closely with property data
- 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.
- 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.
- 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 engage stakeholders to ensure they provide input and take decisions when required, including sign-off of proposals.
- 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).

People Management Responsibilities:

- Matrix management where required

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 property market and the processes to co-ordinate resources and deliver completed projects
- Knowledge and understanding in the design or projects and programmes
- Strong knowledge of property management methodologies
- A minimum of five years relevant experience in the public or private sector to include:
 - Successful track record in delivering complex property-related 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:

- RICS

Leadership Behaviours

INSPIRE	Our leaders demonstrate the organisational values every day. They are passionate about the services they lead and delivering the vision and outcomes in the Camden Plan. They are authentic, inspirational and engage others through their personal leadership and ability to make the vision meaningful to all. Leaders are highly visible to staff and partners across Camden, have an interest and curiosity about the work of the whole council and 'make
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	everything their business'. Because they understand the bigger picture and always do things in the best interests of Camden, our leaders can lead different areas and work across the Council. They are recognised as exemplary leaders by organisations beyond Camden.
ARE POLITICALLY ASTUTE	Leaders demonstrate a wide understanding of the national and local political and economic environment and the perspectives of key stakeholders. They utilise this to shape the vision for the future, influencing the thinking and direction of stakeholders, including Members, partners and residents, and building credibility as a trusted advisor.
DEVELOPS PEOPLE	Our leaders identify talent and develop capability so that we have the highly skilled, committed and motivated workforce we need to deliver the Camden Plan. They create a culture of accountability – ensuring all staff, Members and other stakeholders deliver agreed outcomes and act in line with our ways of working.
COLLABORATE	Our leaders create the conditions for effective collaboration between stakeholders across Camden. Leaders establish relationships building trust and rapport. They listen to and understand different stakeholder perspectives, and are open and honest with others, be they staff, peers, Members, partners, providers or customers. Our leaders build a shared sense of purpose across Camden, unlocking the borough's collective resources for the benefit of all. Challenge is accepted and encouraged as a means of delivering the best outcomes.
DRIVE QUALITY AND VALUE	Our leaders are ambitious and innovative in their approach to driving high standards, quality and value for money. They trust and respect staff and partners as experts in their work and empower them to be courageous and try new approaches in order to improve services and outcomes for customers.
INFLUENCE	Our leaders scan the environment and seek out the latest thinking, tools and technologies across all sectors. They think broadly about how this applies to the Camden context, taking the best of what's around us to set the future direction for the borough.

Camden Way Five Ways of Working

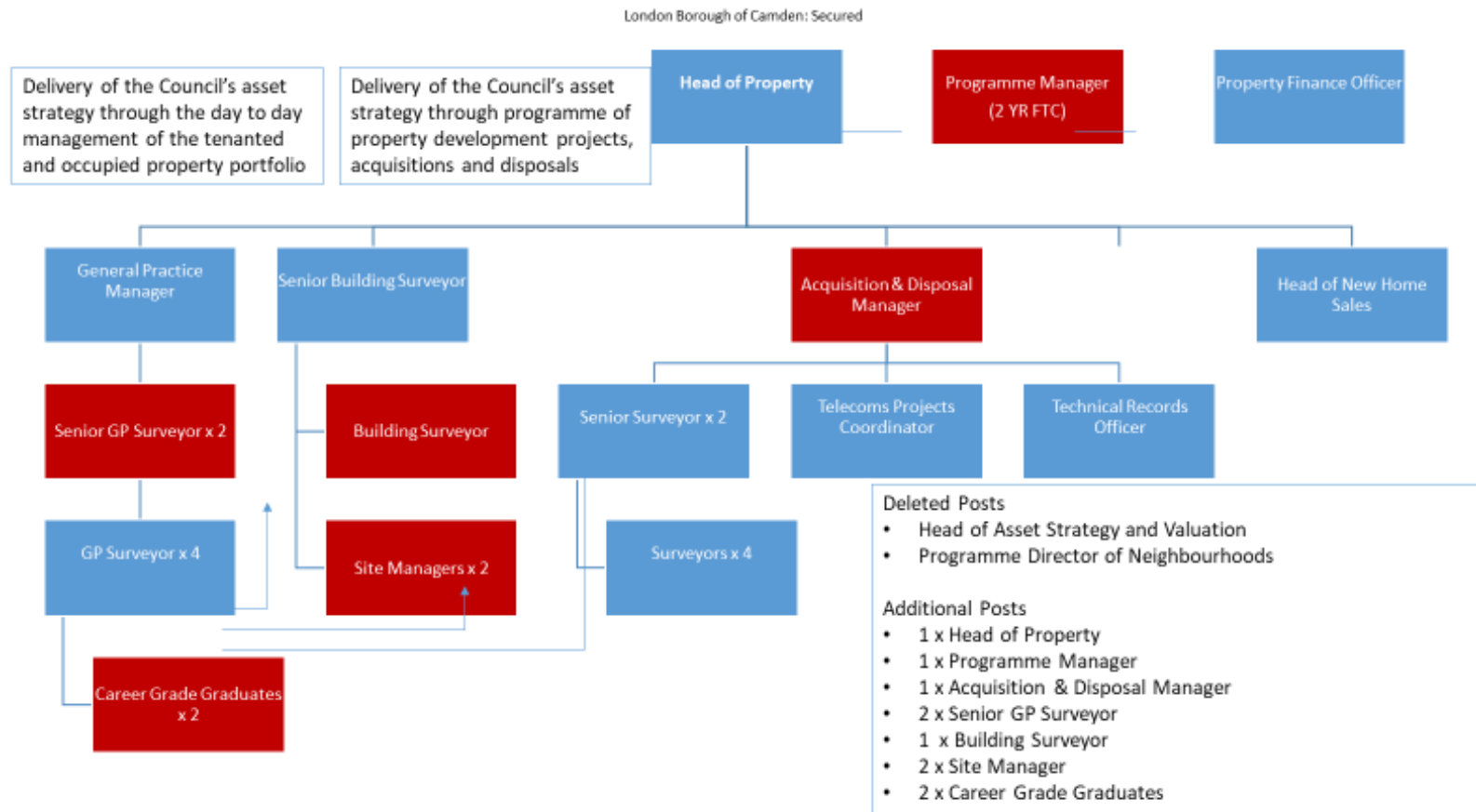
In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)

Chart Structure



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