

Job Profile – CIP Programme Manager

Job Title: CIP Programme Manager

Job Grade: Level 5 Zone 1

Salary Range: £47,575 - £55,188

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.

Our vision is that 'In 2025, everyone in Camden should have a place they call home' and the CIP programme is playing a key part in that by building new genuinely affordable homes and community facilities. We have completed nearly 1,000 homes to date through CIP including over 500 council rent and affordable homes, built new community centres and schools and invested in school buildings across the borough. We have ambitious plans in place to build thousands more homes.

About the role

You will provide effective programme management of the Community Investment Programme (CIP), Camden's plan to invest in new homes, schools and community spaces in the borough.

You will oversee the administration of strategic CIP management groups to support performance management and decision-making across the programme.

You will lead monitoring and reporting across the programme to make sure decision makers and other stakeholders have clear, timely information around performance and risk. You will also help to identify and implement improvements to programme management processes – finding ways to do things better.

You will support project leads to provide regular monitoring information and to prepare decision reports, helping them to plan what they need to do to get approvals to progress their schemes in advance.

You will help manage the relationship with the Greater London Authority and other external funders, meeting them regularly, completing monitoring returns and overseeing the annual GLA audit process, supporting project leads to provide necessary information.

CIP is a flagship programme for the Council and you will help provide information and responses to queries from other council officers, elected members, external funders, residents and support the press office to respond to media enquiries.

You will help support the identification and adoption of best practice in CIP.

About you

You will:

- Be organised and pro-active, able to deal with a varied workload including urgent requests for information.
- Have programme and/or project management experience
- Have experience of working in a partnership context
- Have good communication skills including report writing
- Have good analytical skills – able to analyse quantitative and qualitative data
- Be able to influence and persuade stakeholders across the programme

Desirable but not essential:

- Experience of developing or improving management systems / business processes

Work Environment:

The role is predominantly office based from 5 Pancras Square and via remote homeworking with occasional site visits and external meetings. Pre pandemic the role was office based with opportunities for home and flexible working subject to meeting business needs. During the Pandemic the team have predominantly been working from home. We expect to adapt to a new model of working, following emerging corporate guidance.

People Management Responsibilities:

No direct people management responsibilities but the post will involve managing areas of work that will require support from other team members and officers across the CIP Programme.

Relationships:

The role sits within the Development division of the Supporting Communities directorate. Delivery of CIP schemes sits within other teams in the Development division, and the role requires working across Council divisions and directorates on both programme wide matters and in supporting individual CIP projects.

A key part of the role will be gaining trust of senior officers of CIP's management group and working collaboratively with other services. At a programme level, this includes working alongside the corporate communications team, the capital finance team and the procurement team, and at a project and sub-programme level, with officers leading and developing CIP schemes.

At an external level, the post holder will contribute to ensuring the effective communication of CIP to residents, Camden stakeholders and to other external audiences.

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). 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.