

Job Profile

Job Title: Head of CIP Programme Office
Job Grade: Level 6 Zone 1
Salary Range: £60,913 - £74,447

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 Community Investment Programme (CIP) 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

The role heads up the CIP Programme Office, providing programme wide leadership, co-ordination, monitoring and reporting of the Council's Community Investment Programme. Helping CIP to deliver new homes and community infrastructure that improves residents' lives.

You and your team will oversee the administration of strategic CIP management groups to support performance management and decision-making across the programme, ensuring that decisions are based on the best available information and implemented effectively.

You will help manage the relationship with the Greater London Authority and other external funders, meeting them regularly. Your team will complete funding 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 your team 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 oversee the drafting of a CIP Annual Report and present it to relevant council scrutiny committees. You will also oversee programme wide work with the council's communications team to actively promote the programme's achievements.

You will ensure effective representation of CIP in Council strategies, policies and projects as well as Identifying good practice and innovation in regeneration outside of Camden for dissemination across the CIP.

You will line manage a small team and will need to manage a varied and changing workload across the team.

About you

You will have significant experience of programme management – i.e. managing a programme of multiple projects – and have a good understanding of risk management, governance and change control. Experience of developing or improving management systems and business processes is desirable. Experience of project management is desirable as you and your team will be responsible for supporting project managers to plan and progress key decisions and complete regular monitoring information.

You will be a good communicator able to write and present effectively for different audiences and be used to working in a partnership context, working together with others with different drivers and objectives to achieve shared goals. You will have the confidence and awareness to work effectively with elected members, recognising their needs and being clear in your role as a council officer.

You will have good analytical skills, able to spot trends or issues from different types of data.

You will have experience of dealing with external funding bodies.

Experience of working in regeneration, planning or construction is desirable

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:

The role will line manage two officers: The CIP Programme Manager and the CIP Programme Officer.

Relationships:

CIP is one of the highest profile corporate programmes. You and your team will be responsible for managing the forward plan of CIP governance, working in a collaborative way right across the Council.

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 cabinet members, 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. At times you will be expected to represent and present the council and programme at external forums, from knowledge sharing sessions with the GLA and other councils to meetings of tenant and leaseholder representatives.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

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

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. 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