

## Job Profile

**Job Title:** Head of CIP - Capital Investment Programme

**Job Grade:** Level 5 Zone 2

**Salary Range:** £51,542 - £62,995 per annum

### 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. To support this vision the Council has established its Community Investment Programme which will invest over £1billion in new council homes, schools and community spaces.

### About the role

The Community Investment Programme (CIP) is a local authority regeneration programme like no other. Our £1bn programme spans over multiple years, making Camden one of the biggest developers of social housing in London. Through CIP, we aim to build over 3,000 new homes, new school buildings, hostels for homeless people and other community facilities.

The CIP is funded by a mix of grant and long-term loans held predominantly within the council's Housing Revenue Account. Working under the Head of Finance (Communities) but with regular contact with Director of Finance, Director of Development and colleagues in finance, housing & regeneration, this post provides oversight of Camden's housing and regeneration programme finances, including support to development teams in maintaining up to date financial appraisals and cashflows, provision of advice to shape the business cases for new regeneration projects and review the impact on the council's overall capital programme.

This role fulfils a critical role in providing strategic financial advice to the organisation, notably at the most senior levels across Supporting Communities and Corporate Services. It will involve close, collaborative and coordinated working with council and departmental colleagues, requiring significant understanding of housing and development investment strategies, budgeting and modelling. The post will be responsible for coordination of activity required to regularly track progress against projected development spending, liaison with development & projects teams as well as our consultants to maximise grant and accurately forecast dates of receipt. This role is pivotal in balancing programme financing risks against the pace of delivery, alongside other We Make Camden priorities. The CIP programme has a significant capital financing requirement of more than £600m over the next few years and is seeking to expand further, bringing forward significant new development schemes across the borough.

The role includes the management of four CIP business partners and a total team of up to 8 people

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

- Prepares and presents timely, concise and accurate reports (in an appropriate manner for the audience intended) for distribution to Cabinet Members, Executive Directors, Director of Finance and Director of Development, Housing and Regeneration Managers, other Council Departments.
- Provides guidance, informal training and support to members of the Housing Development & Regeneration teams on matters of project viability, working collaboratively to identify the most viable mix and financial profile of given development projects.
- Takes a lead role on the annual capital review and, in conjunction with finance colleagues keep the programme ready reckoner up to date.
- Keeps abreast of Homes England, MHCLG and GLA policy and other publications in relation to financing the delivery of Council led development.
- As required represents the Council at local, regional and national level in respect to the financial performance of the Council's development programme
- Responsible for oversight of financial performance in the delivery of Council led development schemes from initiation to completion. This includes working closely with Housing and Regeneration project managers to accurately forecast spend and income budgets on direct-delivery sites and those procured under joint-venture arrangements with Developer partners
- Provision of technical financial advice & support that identifies opportunities, risks/issues and facilitates better decision making & identification of opportunities and business development.
- Represent finance in housing and development boards and ad-hoc meetings.
- Update committee reports and financial implications using accurate financial information and robust financial analysis
- Complete Statutory and other returns
- Reports to the Head of Finance (Communities) and deputises for that post in the postholder's absence on housing development, regeneration and CIP matters.

### **About you**

- Membership of appropriate professional body e.g., CIPFA, or other CCAB body.
- Knowledge of major capital programmes or background in a relevant development or finance field
- Good understanding of financial modelling and appraisal techniques
- Knowledge of capital financing sources and approaches
- Knowledge of procurement, especially procurement of major construction contracts
- Knowledge of construction contracts
- MRP, CFR and Treasury knowledge would be desirable

- Proactive approach and willingness to build effective relationships with customers, other departmental teams and key stakeholders across the organisation.
- The environment is fast paced, with tight deadlines so will need to be a good communicator, well organised, have excellent written, numerical and analytical skills and sound IT abilities

**Work Environment:**

Office based with the requirement (on occasion) to attend site visits and external meetings.

**People Management Responsibilities:**

Managing a team of up to 8 people

**Relationships:**

The postholder will report to the Head of Finance (Communities).

Other key relationships include:

- The Executive Director Corporate Services & Director of Finance
- Executive Director Supporting Communities
- Operational Directors (Housing & Development)
- Development & Regeneration Managers
- Cabinet Members - New Homes, Jobs and Community Investment, Better Homes & Finance and Cost of Living
- External Consultants

**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**

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](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.