

Job Profile: Assistant Project Manager

Job Title: Assistant Project Manager
Job Grade: Level 4, Zone 2
Salary Range: £45,042 - £51,870

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.

With a clear focus on fire safety and adhering to the draft Building Safety Bill, the Council's objective is to get the best outcome for Blashford, Bray, Burnham, Dorney and Taplow towers on the Chalcots estate in terms of design, specification, quality, value for money, work methods that are resident-centred and work that improves the quality of life for current and future residents.

The Chalcots major works project team is responsible for the design, procurement, construction, and completion of a complex and high profile, £100M project. The works contract will provide a brand new, A1 fire safety rated, building envelope. This will involve the installation of new cladding panels, including the replacement of windows, new brick work, insulation to the undercroft to all five tower blocks on the estate as well as the installation of a new monorail system to improve the safety of access for maintenance, repairs, and window cleaning.

The Project team is dedicated to delivering the "envelope works" to all five towers that make up the Chalcots Estate through two contracts and two separate contractors with one covering the four similar towers (Bray, Burnham, Dorney and Taplow towers) and the second one focuses on Blashford tower, which is different in its structure.

The Chalcots Major Works project team will strive to deliver a best-in-class, high quality example, fire safe, façade project, that will be fully compliant with the references made following Dame Judith Hackitt independent review of the building regulations and proposed new fire safety regulations for high rise buildings.

About the role

Working closely with the Project Director, Programme Manager, consultant Project Manager (Arcadis), the expectation is that the Assistant Project Manager will assist in mobilising and delivering the planned major works project to the five towers, making sure consultation, engagement, quality, relevant legislative compliance and commercial management processes are set up and adhered to and recorded. The post holder will also assist

with ensuring best practice for health and safety matters associated with the project and for the seamless handover to residents and internal asset management team. The postholder will work closely with the project team's Quality Inspectors and Resident Liaison Lead.

This is a critical role, central to the project team's success with focus on preventing and resolving efficiently day to day issues relating to the project. The post-holder is solution focused, works well as part of a wider client team, has a collaborative approach, innovative thinking and strives to become Project Manager.

The post-holder reports into the Project Director.

Key aspects to the role include:

- On a day-to-day basis during the life cycle of the project, assist and co-ordinate activities so that personnel, supply chain partners and internal stakeholders, are always in place, to deliver the whole contract management activities of the Council, across this complex project.
- To support and coordinate with colleagues other relevant, day to day, Council business as usual matters, that will affect the delivery of the project (*such as service level arrangements of other departments and other ongoing supplier performance to the residents*).
- To guide and work closely with the Camden professional services consultants, to bring effective programme management and co-ordination of the contract works including their inter-dependencies and risks issues arising.
- To participate on the communication plan including stakeholder consultation and resident engagement during the delivery phase.
- To assist on an effective quality assurance and compliance process across the whole project programme by concentrating inwardly on the programme's consistency and outwardly on its coherence with infrastructure planning, interfaces, and other programme drivers in relation to corporate, technical and specialist standards.
- To coordinate all associated management processes, procedures, and systems – in conjunction with colleagues across Property Management, to ensure 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 lead and devise processes and methods to capture all project related data and information centrally for easy access as relevant to current and historic information across the project team and wider partners as appropriate.
- To support health and safety policy, ensuring relevant legislative compliance is adhered to, within the service area and lead on the seamless handover to residents and the internal asset team.

About you

Example outcomes or objectives that this role will deliver:

- The post holder will work collaboratively with the Employers Agent / Contract Administrator to help develop and implement a major works programme that will drive up performance and make a positive contribution towards the project's wider objectives and programmes.
- Assist with administering the contract performance measures in line with contract documentation and / or set performance measures for schemes in conjunction with the Project Manager from Arcadis.
- Support all aspects of programming, and delivery of the project and making sure programmes are delivered to the appropriate quality, on time and are within the contact budget and timeline.
- Work collaboratively with the Employers Agent / Contract Administrator on the 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.
- Assist the effective operational delivery of programmes and project plan and support the Project Director to 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 any leaseholder consultation processes, ensuring that works are carried out in a manner which minimises community impact.
- The post holder will help oversee the budget of the contract works and monitoring and reporting on financial aspects of the programme relating to the scope of project under management control.
- Help compile monthly reports covering all aspects of project and present reports at the management meetings. This will include, but not limited to reporting on progress monitoring and reporting, escalating operational risks and issues in a timely manner to the internal Stakeholders and Project Director.
- Understand and comply as appropriate with the Council's governance arrangements and its Constitution.
- To work with the key stakeholders on the development of contract work 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 Council organisational structure of staff, over whom you have no authority for example repairs, caretaking, or housing management staff.
- To engage stakeholders to ensure they provide input and take decisions when required, including sign-off of project works specific delivery proposals.
- To engage with the relevant Council teams, contractors, and stakeholders to make sure any necessary actions including moving and decanting are coordinated, to achieve the required project programme without disruption to Councils service provision to its clients / residents.

- To operationally oversee the administration of contracts and making sure the Council and its contractors are following the terms of the contract.
- Provide operational 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.
- To operationally support the development of other Council services working within the project realm, i.e., 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, considering the requirements that may be required following the Hackitt Review.

Essential:

- Thorough knowledge of the Chalcots major works project.
- Experience to co-ordinate resources and deliver completed projects.
- Strong knowledge of the local resident population.
- Some knowledge of the principles of construction programme delivery including Planning considerations, Building Control processes, logistical arrangements, procurement, and contract administration.
- Significant experience in the public or private sector to include:
 - Work experience as part of a team delivering complex capital major works projects.
 - Experience of programme planning, monitoring and implementation.
 - Working with individuals outside the team to get things resolved together for the successful 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
- Aspiration to progress to Project Manager

Desirable:

- Strong IT skills to develop effective data and information records.

Work Environment:

- The post holder will work across the Council's offices at the Chalcots site offices.

- The post holder will be expected to visit 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.

People Management Responsibilities:

- The post holder will line manage and mentor an apprentice once in post for the duration of the project.
- The post holder will work with Camden's project "client" team, including commercial and technical consultants.

Relationships:

- The post holder will work closely with councillors, residents, and key stakeholders, the property managements asset team and the repairs and maintenance building managers.

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). 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.