

Job Profile: Project Manager

Job Title: Project Manager – Property Optimisation

Job Grade: L4Z2

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.

Everyone in Camden should have a place they call home and our housing challenge is to ensure that Camden has enough, decent, safe and family friendly housing to support our communities. Camden Council is working on multiple property purchase initiatives to create suitable housing for our residents. This job role will sit within the Property Management Directorate and will co-ordinate the Family Friendly Housing Purchase Project (FFHPP) together with other similar acquisition workstreams when required. The FFHPP will see family sized homes bought and some smaller homes released on the open market or to Camden Living. Some larger homes may also be created through conversion projects. This role will manage acquisitions, disposals and commission conversion works where beneficial to the Council and its residents.

About the role

This project management role is created to support the delivery of the FFHPP as part of Camden's new Overcrowding Strategy. A shortage of family friendly social homes is one of the principal challenges facing the Borough with almost 5,000 families on our housing register living in overcrowded conditions and 6,880 children living in overcrowded or severely overcrowded conditions. We want to give every child the best start in life so this role will lead on co-ordinating the options appraisal, assessing each void property in scope, completing a business case, and together with key stakeholders providing a recommendation based on 4 options related to sale or retention.

By working with internal teams and the commercial sector, the postholder will manage the sale of smaller or unsuitable social housing properties and some freeholds in all leaseholder buildings, to fund the purchase of larger family sized social housing so that more overcrowded families on the housing register can have right sized Council homes.

You will visit each property as part of the assessment process and develop purchase criteria. You will refine processes from identification and assessment of properties to valuation, void works, and conveyancing ensuring that the Council achieves value for money to maximise the number of family friendly acquisitions. Other similar acquisition and sales workstreams may be added as required.

As a high profile post, it will require the person to work at pace in a methodical and structured way in collaboration with colleagues, with a particular focus on managing financial and social impact risks as the project will be subject to ongoing scrutiny.

About you

To be successful in this role you will have experience of having managed and delivered property related projects on time and within budget using sound project management methodology and tools (waterfall and agile) in a complex environment. You will have good knowledge of local authority social housing, the private rented sector, and the commercial housing sales market. You will also be flexible and adaptable – as well as project managing you will be delivering on some of the workstreams.

You will also have:

- Knowledge and experience of creating and maintaining a project plan including writing business cases, maintaining risks and issues logs, stakeholder mapping, identification of key interdependencies and assumptions, ongoing tracking and delivery and evaluation as part of benefits realisation
- Experience of producing and presenting high quality project plans and progress reports with engaging performance data
- Excellent written, verbal and numeracy skills – with the ability to analyse data and present complex information and recommendations in a clear manner to a range of audiences
- Ability to work in a fast paced environment, multi-task and prioritise competing priorities with attention to detail
- Ability to work independently but where appropriate work closely with senior leaders and members and offer advice to develop solutions and make recommendations where required e.g. changes to approach or processes according to delivery
- Experience of sourcing and building relationships with internal and external stakeholders
- Strong communication and negotiation skills in order to mediate between different parties with conflicting interests and needs
- Experience of managing budgets including forecasting, providing regular update reports and securing value for money
- Assessing and prioritising risk and devising mitigations
- Knowledge of Building Safety Act and Fire Safety Act and related legislation such as building regulations, conveyancing, lease agreements, and housing finance
- Working knowledge of data protection legislation and information sharing protocols

Work Environment:

The post holder will be required to work in a variety of sites and workplaces:

- Site assessments and viewing properties for purchase within the London Borough of Camden. Must be available on site when properties become void or to do accompanied viewings with potential buyers in order to meet business needs.
- Office and home working when not required on site

All staff work in an agile way in-line with Camden's approach to a paperless and flexible working environment.

People Management Responsibilities:

The role will line manage project officer roles in the team and will also be required to manage staff and resource as part of the day to day project management role. The post holder will report to the Programme Manager and be line managed by the Head of Property Asset Management.

The post holder will ensure appropriate training and development opportunities are available for the Project Officers.

Relationships:

- Develop and manage proactive and collaborative relationships with internal and external stakeholders in complex and changing relationships to ensure that the project delivers the required number of acquisitions e.g. Repairs, Asset Management, Asset Strategy & Valuation, estate agents and auctioneers, finance companies, Camden Living, residents, councillors, home owners, resident forums
- Ability to work independently but where appropriate closely with senior leaders and members, to offer advice and identify opportunities

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. 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