

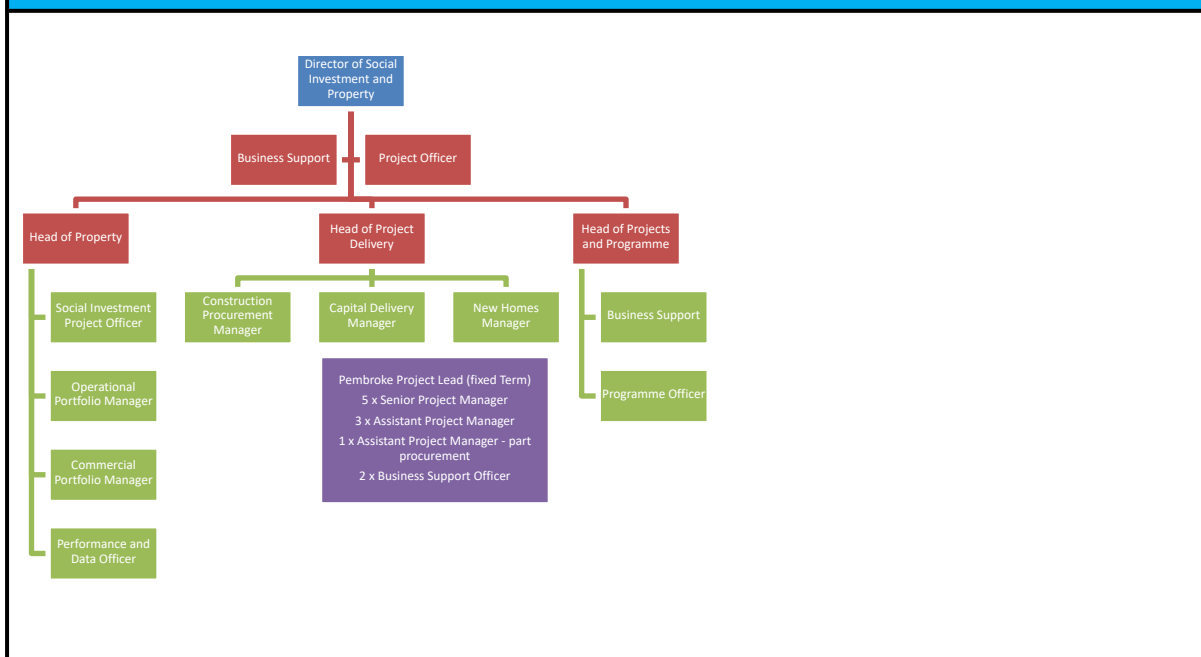
## JOB DESCRIPTION

<b>Job Title</b>	Head of Capital Projects and Housing Delivery
<b>Position Number(s)</b>	
<b>Department</b>	Social Investment and Property
<b>Section or Service</b>	Housing and Social Investment
<b>Grade</b>	HMGN071 – Future Grade (K) - £80,510 - £92,475

## DESIGNATION:

<b>Responsible to:</b>	Director of Social Investment and Property
<b>Employees directly supervised (if applicable):</b>	Team of 10 project managers and assistant project managers plus business support and procurement. 7 direct reports

### Family Tree



## JOB PURPOSE:

Overall responsibility for the successful delivery of all capital programmes within the borough, including a wide range of housing, community, schools and regeneration projects.

To lead, manage and co-ordinate all elements of the programme from initial feasibility and planning to successful handover including:

- overseeing management of consultation and engagement with residents and key

stakeholders

- land assembly including financial viability
- procurement of the consultants and effective management
- development of delivery and finance strategies
- development of design and sustainability strategy and detailed design on schemes
- procurement of development/construction contracts
- legal and contractual negotiations
- Programme and project management to meet programme objectives and delivery targets.

To manage a service that delivers a multi-faceted programme with capital expenditure in excess of £100m pa and be responsible for ensuring the appropriate systems are in place to monitor and manage progress and spend.

The services delivered must be to a high standard, continuously improving with excellent internal and external customer engagement that is positive and community focussed.

#### **DESCRIPTION OF DUTIES:**

1. Working to the Director Social Investment & Property, to be responsible for the successful delivery of high-profile capital programmes within the borough, including a wide range of community, schools and regeneration projects, or such other capital programmes and projects as the Director decides.
2. To provide operational leadership on all aspects of the programme including budget (over £50million in projects value per annum) and performance management, service level agreements for internal customers and successful programmes of delivery that demonstrate excellent value for money and high levels of customer satisfaction.
3. Ensure that all projects delivered meet all legislative, health and safety and Council requirements at all times with a risk management plan in place and actively managed to identify and address any issues.
4. To work collaboratively with elected members, commissioners, partners and other service providers and with service-users and citizens to understand their requirements and expectations and to develop and deliver a range of capital investment projects which support the Council's goals and statutory responsibilities.
5. To be responsible for the leadership and effective project and programme management of the delivery of the allocated capital programme/projects ensuring

the programme and projects are delivered to the required timescales and budgets, achieving the required outcomes.

6. To formulate development strategies for programme and projects, ensuring allocation of resources across projects to meet delivery objectives.
7. To establish, maintain and keep under review the systems and processes (financial, risk and otherwise) that are necessary to ensure effective management and monitoring of the programme and the projects.
8. To ensure effective delivery and organisational management including financial management, risk management and planning, performance management arrangements, customer feedback and quality assurance processes, etc., working with other council staff as appropriate, including the programme management office.
9. To take responsibility for the financial viability, appraisal and success of projects, working with Finance and Development staff from feasibility/viability stage through to completion. Making recommendations to senior officers on delivery and funding strategies and ensuring their successful achievement during the implementation stage.
10. Ensure that all aspects of the capital programme/projects are planned, designed, procured, managed and delivered, working other council teams as necessary, such that they meet the aspirations of Councillors and the needs of key partners and stakeholders such as schools, the business community, citizens and the government, while meeting all legal obligations.
11. To develop the strategy for, and lead and manage, complex procurements where contract values may vary from less than £1m to in excess of £100m. To provide technical and professional advice to ensure best procurement practice and to demonstrate a good understanding of the construction market in recommending procurement strategies to the Council.
12. To ensure that the programme/projects not only deliver the direct outcomes for which they are intended, but also contribute to the overall objectives of the Council and support social investment including development of the social, economic health and environmental well-being of the community, for example by enhancing employment and training opportunities and promoting sustainability.
13. To be the lead in all governance areas including timely submission of accurate and comprehensive project reports; Key Decisions; Select Committee reports project bids and all other governance areas ensuring meeting of all Council reporting requirements.
14. To attend internal and external meetings being a key representative of the Council, engaging with the community and attendance at formal Council Committees as and when required.
15. To be responsible for establishing a positive team culture, focussed on delivery of projects, looking to enable staff development and progression in accordance with

the organisational expectations, building a resilient service that makes best use of its workforce.

16. To ensure a continuing commitment to equality and diversity in employment and community cohesion, identifying and delivering to the diverse client groups in the borough in a way that offers a flexible, responsive choice of service delivery.

**The portfolio may be varied from time to time by discussion with the Director in accordance with the needs of the authority. This may include special project responsibilities or taking a lead for the authority on key initiatives as and when required.**

**I agree to the above job description**

**Post Holder.....**  
**Date.....**

**Head of Service.....**  
**Date.....**

**17. DIMENSIONS:**

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**(WHERE APPROPRIATE)**

**Quote figures which give a picture of the job as follows:**

- (a) Annual budgetary amounts with which the job is either directly or indirectly concerned**  
**(b) Any other statistics relating to the work**

Responsible for the Council's capital projects delivery (2001/21 forecast £109million) including delivery of 300 new build homes by March 222 to claim GLA grant.

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**I agree to the above job description**

**Post Holder.....**  
**Date.....**

**Director / Chief Officer.....**  
**Date.....**

## SELECTION CRITERIA/PERSON SPECIFICATION

<b>Job Title:</b>	Head of Project Delivery
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### Conditions to Note:

#### Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

#### Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

#### Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

Sound political and organisation awareness with a good understanding of the political perspective and experience of working with politicians and ability to secure the confidence of members - Ability to work effectively as part of the Housing Leadership Team, across the Council and with Partners and stakeholders, to secure a shared and strategic approach and take joint responsibility for decisions as appropriate. - Ability to manage and plan Housing budgets, including the Housing Revenue Account and capital programme to ensure that housing services can grow and are provided efficiently. - A record of effective leadership and delivery at a senior level which demonstrates:

<b>A</b>	<p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</li> </ul>
<b>B</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>RICS / CIOB qualified</li> <li>A relevant professional or management qualification and evidence of on-going professional development relating to services within the remit of the role</li> </ul>

<p><b>C</b></p>	<p><b>Skills; Experience and Attitude</b></p> <ul style="list-style-type: none"> <li>• Strategic direction, political awareness and leadership across professional and organisational boundaries in an organisation of similar size and complexity.</li> <li>• Substantial successful experience in a senior management post in a large organisation within the areas of capital delivery and new build programmes</li> <li>• A successful record of leading, motivating and managing a team of senior staff, to achieve continuous improvement.</li> <li>• Experience of collaborative working across large organisations and with partners and engaging effectively with the community to achieve results</li> <li>• Substantial experience of taking a commercial approach to achieve outcomes, including maximising the potential of key opportunities, negotiation with the community and other internal and external stakeholders and the evaluation of costs and benefits</li> <li>• Track record of effective people management across a range of construction projects and activities based on a philosophy of employee engagement and empowerment</li> <li>• Sound political and organisation awareness with a good understanding of the political perspective and experience of working with politicians and ability to secure the confidence of members</li> <li>• Ability to work effectively as part of the Social Investment and Property Leadership Team, across the Council and with Partners and stakeholders, to secure a shared and strategic approach and take joint responsibility for decisions as appropriate. –</li> <li>• Demonstrable ability to manage and plan significant budgets, to ensure great performance and efficiency</li> </ul>
<p><b>D</b></p>	<p><b>Knowledge and Behaviours</b></p> <ul style="list-style-type: none"> <li>• Knowledge of relevant legislative policy and good practice guidelines and of emerging developments in practice in relation construction practice and capital programme delivery</li> <li>• Knowledge of contract, procurement and commercial good practice in relation to regeneration/construction programmes</li> <li>• Demonstrable understanding of the risks associated with construction and development programmes and appropriate mitigation measures</li> <li>• Knowledge of the financial, legal and social environments, in which a London local authority operates.</li> <li>• Demonstrable understanding of the needs and challenges presented by the communities in this area.</li> <li>• A broad knowledge of public service delivery, both directly and through commissioning</li> </ul>

<b>Our Values &amp; Behaviours</b>
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<p><b>D</b></p>	<ul style="list-style-type: none"> <li>• We put local people at the heart of decision making in everything we do.</li> <li>• We seek to include and involve: all voices matter.</li> <li>• We provide quality services that are responsive, effective and efficient.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I actively involve and include the communities that I serve in my work.</li> <li>• I shall reflect the views of the communities in my daily work.</li> <li>• I shall improve the service I provide through seeking feedback from others.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I have been included</li> <li>• I can see how my views have been taken into account</li> <li>• I can see improvements and developments based on my input</li> </ul>
<p><b>E</b></p>	<ul style="list-style-type: none"> <li>• We listen to everyone and value the personal experiences of people in our communities and of each other.</li> <li>• We adopt a fair, and involving approach regardless of any way in which an individual is different to us.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I adapt my approach to take account of all differences and cultures in the community and with colleagues.</li> <li>• I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.</li> <li>• I communicate in a way that is respectful, encourages involvement and meets people's needs.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I feel my culture and background are respected.</li> <li>• I have confidence that action is being taken.</li> <li>• I feel I am being treated fairly.</li> </ul>

<p><b>F</b></p>	<ul style="list-style-type: none"> <li>• We act with openness, honesty, compassion, responsibility and humility.</li> <li>• We let people know what we are doing and communicate why and how decisions have been made.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I demonstrate empathy in my interactions with others.</li> <li>• I am honest and transparent about the decisions I take.</li> <li>• I follow through on the actions I say I will take and take ownership for communicating the outcome.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I am told when something is not possible and the reasons why are explained to me.</li> <li>• I feel my perspective is listened to and understood.</li> <li>• I feel my views are valued</li> </ul>
<p><b>G</b></p>	<ul style="list-style-type: none"> <li>• We work together and in partnership with everyone that has an impact on the lives of our residents.</li> <li>• We want to understand, learn from each other and continually adapt.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I work with others to provide an effective service for residents, local communities and other departments within the Council.</li> <li>• I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.</li> <li>• I seek out opportunities to learn from my colleagues and build on good practice.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I can get my issue resolved without being passed around departments.</li> <li>• I find it easy to access the services that I need.</li> <li>• I feel the Council is open to new ideas.</li> </ul>



**Canvassing of Elected Members or Senior Officers of the Council**

Candidates must not seek the support of Elected Members or Senior Officers of the Council in relation to their application or attempt to ask them to influence the decision – candidates must be informed if they do, they will be disqualified.

**Mandatory Equal Opportunities to be captured in the application form**

You must ensure the Equal Opportunities Monitoring Form is completed. RBKC are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.

**Safeguarding and promoting the welfare of children, young people and vulnerable adults**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, applicants applying for a DBS post will be required to provide a Disclosure from the DBS. Rehabilitation of Offenders Act. We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us. The exemptions to the Rehabilitation of Offenders Act 1974 require that all spent or unspent convictions must be declared by applicants for certain posts in RBKC, such as those that involve contact with children or vulnerable adults. For information on the position you are applying for please see the job advertisement. Please confirm you understand.

**Declaration for all applications**

The information that I am submitting in this application is true and correct.

If it is found that I have provided false or misleading information during the recruitment process, I understand that any offer of employment may be withdrawn, or if I am subsequently employed, I may be dismissed. I authorise that my educational, professional and past employment history and references can be investigated, as required, to research my suitability for this position. I hereby give my consent to any former employer to provide employment-related information about me.