

Job description

Post title: Capital Programme Manager
Service area: Housing
Grade: PO10
Reports to: Head of Capital Programme
Your team: Capital Programme Delivery
Number of supervisees: 3

Our ambition

We are determined to make Islington fairer. To create a place where everyone, whatever their background, can reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused, and supported to give their best.

We want to build an organisation where employees feel valued, inspired, and empowered to help us achieve our goals and provide the best services possible to our residents.

Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism, and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners, and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities. Ensure resources are professionally managed and effectively deployed to the best possible effects assuring value for money in all activities.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Budget responsibilities

The post holder will have budgetary responsibility for circa £30 million per annum.

Work style

Flexible with site visits and working from office, as necessary.

Primary Job Function

Reporting to the Head of Capital Programme, the Capital Programme Manager is responsible for leading and managing a capital programme delivery team. The post holder is responsible for managing a multi-disciplinary technical team responsible for delivery of Islington Council's Capital Investment Programme and the Cyclical Improvement Programmes.

The budget for the service area is circa £30m per annum. The work is delivered based on a rolling 7 to 10-year cyclical programme and includes external decoration and repairs to the main fabric of the building, window and roof renewals, security and landscaping works, decoration to internal communal areas, replacement of kitchen and bathrooms including domestic mechanical and electrical and fire safety works.

The post holder must be committed to supporting Islington Council's objectives and mission statement, business plans and service delivery plans and be an effective ambassador for Islington Council's in dealing with residents, contractors, and external agencies.

The post holder will interact, liaise, communicate effectively with the Technical Services Manager and Group Leaders working within the Capital Programme Delivery Section to provide excellent service delivery.

The post holder is responsible for investigating, responding to learning from all complaints arising out of the work of your staff.

Key responsibilities

1. Lead and manage the Council's housing stock and major building works programme by delivering projects on time and within budget.
2. Lead the delivery of the Capital Programme by maintaining a strategic outlook of planned work over the next 5 years.
3. Review any planned commissioning of work in relation to the risks and issues from the previous year's commissioned work.
4. Manage the Capital Share scheme by ensuring the right investment is allocated to the commissioned work.
5. Contribute to the Asset Management strategy for the Council's Housing Stock.
6. Develop and manage the Resident Consultation strategy and plan of action.
7. Oversee the delivery of projects within the Capital Programme ensuring each project is delivered on time and within budget.
8. Manage ad hoc, high impact / risk projects as and when required.
9. Ensure complaints from residents is managed and dealt with appropriately. Contribute to the effective management of the departmental budget.
10. Ensure the best possible use is made of the resources available within the contract area, determining the condition of the stock and prioritizing investment in it.
11. Provide technical advice and input to the Asset Management team to ensure development of strategies remain relevant and reflect the needs of the housing stock and its residents.
12. Establish and maintain successful partnerships with the contractors working to deliver the Cyclical Improvement programme. Ensure that the contracts operate effectively, monitoring the contractor performance, resolving issues as they arise and delivering continuous improvement, in accordance with the terms of the contract.
13. Prepare reports, as necessary, for Committees, Area Housing Panels, Council Management Teams or Working Parties, the Core Group and Working Group, Residents' Associations, and outside agencies. Attend Committee and residents' meetings (including evening meetings) as required.
14. Ensure the effective development of project briefs and feasibility assessments and agree changes to project briefs, where required.
15. Ensure the highest standard of design, budget control and contract management are achieved on all projects, paying regard in design to:

- Health and Safety
- Value for Money
- Accessibility
- Energy Efficiency
- Sustainability
- Maintenance

16. In consultation with the Head of Capital Programme, allocate projects in-house or to external consultants and ensure that adequate staff resources are available to deliver projects within programme, cost, and practice fee accounts.
17. Contributes to the procurement of contracts worth in the region of about £600m.
18. Provide advice and guidance as necessary to staff concerning contract procurement, design and preparation of schemes, specifications, estimates, selection of materials and equipment, project, and contract management. Technical expertise will include:
 - a. Construction
 - b. Fire safety
 - c. Building and Statutory Regulations
 - d. Standards and Codes of Practice
 - e. Planning consent
 - f. Knowledge of all contracts commonly used within the building industry
 - g. Project and contract management
19. Provide professional/technical advice in relation to the evaluation and selection of contractors and sub-contractors, within Islington Council's Procurement Rules.
20. Provide professional/technical advice in relation to the procurement of consultants, and their fee scales and payments.
21. Ensure effective briefing, direction and liaison is provided to consultants. Examine schemes prepared by them for feasibility, viability and for adherence to Islington Council's standards, policies, and practices.
22. Liaise and negotiate with Government departments, consultants, statutory undertakings, and other relevant organisations on issues such as changes to legislation and regulation.
23. Ensure that tenders, accounts, and claims rendered by contractors are thoroughly and critically scrutinised prior to approval, which shall be within the timescales required by Islington Council.
24. Support Islington Council's practice account arrangements; monitor fees for the group and all projects within the group on a regular basis. Ensure that the group is not over-spending its fee allocation; take corrective measures, as necessary. Ensure that individuals within the group work within their time and fee allocations.

25. Prepare statements of witness and give expert evidence in legal cases as and when required.
26. Provide excellent customer care services individually and as a team. Take overall responsibility for all complaints generated as a result of cyclical works contracts.

Management Responsibilities

1. Lead and manage a team of 3 group leaders who are responsible for approx. 35 staff.
2. Ensure a high standard of communication from the staff to residents, colleagues, stakeholders, Councillors, and external agencies.
3. Ensure the effective recruitment, training, appraisal, development, performance management, welfare and safety of all staff working within these teams.
4. Ensure the highest standard of programming, design, construction, contract management, cost and fee planning and control.
5. Ensure adherence to Building and Contract law and Islington Council's Procurement rules and initiate corrective action, where necessary to meet these.
6. Monitor and control the group's budgets, including fee income/expenditure, overtime and travelling expenses.
7. Take overall responsible for the team's technical equipment comprising of cameras, mobile phones, measurement equipment, damp meters, binoculars, and standard FB keys.
8. Ensure that services are provided in accordance with Islington Council's commitment to "Best Value" and high-quality service provision to service users.
9. Ensure compliance with Health and Safety legislation, including CDM regulations, and Islington Council's Health and Safety policies.
10. Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
11. At all times to carry out responsibilities and duties within the framework of Islington Council's Dignity for all Policy.
12. To perform any other reasonable, minor, and non-recurring duties, appropriate to the post as many be directed.
13. Recruitment to this post is subject to satisfactory disclosure through the Criminal Records Bureau.

Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
1	Degree level educated preferably in a construction related subject.	Application
2	Hold a recognised professional qualification in a construction related profession (eg MRICS, CIOB)	Application
3	Ideally hold a recognised project management qualification	Application
4		

Experience

Essential criteria	Criteria description	Assessed by
5	Experience in managing the delivery of large-scale capital expenditure projects on residential buildings.	Application/Interview/Test
6	Experience in leading a multi-disciplinary team.	Application/Interview/Test
7	Experience in leading and developing procedures to drive service improvement and value for money.	Application/Interview/Test
8	Extensive report writing skills, writing reports up to Director level.	Application/Interview/Test

Skills

Essential criteria	Criteria description	Assessed by
9	Ability to create and lead effective teams, with excellent communication skills, that generates confidence and respect with a wide variety of audiences.	Application/Interview/Test

Essential criteria	Criteria description	Assessed by
10	Ability to build and manage effective relationships with leaders, peers, colleagues, partners, and stakeholders.	Application/Interview/Test
11	Proven ability to collaborate with leaders, work cross-functionally with diverse groups.	Application/Interview/Test
12	Strong commercial awareness with knowledge of budget management, planning and proven experience of leading on risk management.	Application/Interview/Test
13	Effective, networking, negotiation, and stakeholder management skills.	Application/Interview/Test

Special requirements of the post

Essential criteria	Criteria description	Assessed by
14	This role will require you to obtain an Enhanced/Standard satisfactory clearance from the Disclosure and Barring Service	
15	This post requires a clean driving licence	Application
16	This post needs to meet the requirement of the Baseline Personal Security Standard	Application/Interview/Test
17	This post is subject to the council's policy on pecuniary and personal interest	
18	This post is designated as politically restricted	
19	Other special requirement(s) (Please state)	Application/Interview/Test (delete as applicable)

Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

