

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Housing and Safer Communities** **POSTHOLDER**

SECTION **Repairs and Investment (R&I)** **GRADE P09**

POST DESIGNATION (TITLE) **Senior Capital Delivery Manager (Capital Investment)**

Purpose of Job:

To lead and be accountable for the successful delivery of a large scale (circa £60m) cladding remediation and associated capital works programme to occupied High Rise and potentially other buildings if remediation works are identified.

The postholder will be accountable for contract management, programme governance, procurement strategy, commercial performance, regulatory compliance, resident engagement and successful delivery from inception through the Building Safety Regulator's building control Gateway approval process to completion, sign off and handover including managing the receipt evaluation and transfer of all handover documentation to update the Golden Thread of Building Information.

The role will ensure full compliance with the Building Safety Act 2022 and associated legislation, safeguard residents, protect the Council's financial position and reputation, and deliver high-quality, value-for-money outcomes.

To be responsible to Head of Strategic Asset Management for:

- i) To lead on the implementation and delivery of cladding remediation and capital investment for our High Rise Buildings.
- ii) To be accountable for appropriate programme management and outcomes with regards to procurement, finance, budgeting, and cost control
- iii) To be accountable for ensuring that the Project Team, contractor's, and consultants safe and competent delivery of the works to a consistently high standard using approved materials that are fit for purpose.
- iv) To lead the project management team including, Project Managers, Project Support officers and other effectively to facilitate excellent and customer focused service to residents.
- v) To work closely with key stakeholders, including Residents Groups, Members and key partners and manage customer satisfaction to high standards.

vi) To deputise for the Head of Strategic Asset Management as required.

Manages up to 6 directly managed staff.

Manages up to 10 indirectly managed staff, in addition consultants and contractors.

Main Duties:

- 1) Lead the planning, execution, and delivery of a large scale cladding remediation programme and additional capital investment projects from inception to handover.
- 2) Manage project timelines, budgets, and resources, ensuring value for money and adherence to contractual obligations.
- 3) Ensure robust cost planning, risk allowances, change control and commercial governance to protect the Council from financial exposure.
- 4) Coordinate with design teams, contractors, consultants, and regulatory bodies, such as building control and Building Safety Regulator.
- 5) Monitor site progress, quality, competence, and safety, resolving issues promptly.
- 6) Ensure compliance with relevant legislation, including the Building Safety Act and fire safety regulations. Ensuring the Council fulfils its statutory duties as Client and/or Accountable Person under the Building Safety Act 2022, including oversight of Principal Designer and Principal Contractor performance.
- 7) Establish and maintain robust Governance, accurate project documentation, reports, and risk registers, ensuring the golden thread of information is captured and handed over accurately.
- 8) Work flexibly with the Repairs and Investment Senior Management Team and across Housing and Safer Communities to provide effective leadership and management that will contribute to the continuous improvement of the service and the directorate.
- 9) Liaise with colleagues in Repairs and Investment, other Housing and Council departments to ensure effective procurement including leaseholder consultation and delivery of all Programmes.
- 10) Lead on ensuring the service delivers against the R&I business objectives, and achieves its Key Performance Indicators, and efficiency and productivity metrics.
- 11) Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capacity and capability.
- 12) Work with the Commercial Manager, Finance Team, and the Council's Capital Finance Team to ensure regular monitoring and tracking on expenditure and spend forecasts and cash flows, producing timely and accurate reporting and forecasting of financial information, and effective forward planning of resource needs.

- 13) Work with the resident engagement team other R&I teams to improve resident experience of the service, looking at strategies and best practice across the sector and more broadly, to help drive positive customer sentiment and achieve high levels of customer satisfaction.
- 14) Work in line with the Resident Engagement Strategy for any High Rise Buildings, feeding back any learning to ensure that the strategy remains fit for purpose.
- 15) Provide leadership, support and mentoring to develop the team, building a positive 'Can-Do' culture focussed on improving customer experience whilst achieving high levels of productivity and efficiency.
- 16) Prepare consultants briefs and tender documentation, select, appoint and manage consultants to ensure effective service delivery. Develop, manage, monitor and assess performance indicators for all contractors and consultants.
- 17) Ensure compliance with Council processes and procedures and ensure adherence to Council Standing Orders, statutory and other regulatory requirements.
- 18) Prepare reports and briefings for internal and external purposes, and represent the service at all levels, including attendance at Committees and Panels as required.
- 19) Lead on developing and maintaining a comprehensive suite of policies, processes and procedures that support efficient, productive and customer focussed delivery.
- 20) Monitor all existing, new or proposed legislation, statutory regulations and codes of practice pertaining to the service and its obligations, ensuring that all staff employed or engaged by the service and all contractors are kept informed of any actions or additional responsibilities that they may have to undertake.
- 21) Working efficiently in a demanding, fast paced, team orientated and changing environment and effectively adapting oneself whilst initiating, leading and supporting staff through change.
- 22) Liaise with external organisations and other local authorities in developing and sharing good practice initiatives such as cost benchmarking, supply chain consortia and efficiency savings.
- 23) Utilise personal observation, quality assurance and audit findings, and feedback from team members and customers to initiate and embed service improvements.
- 24) Carry out site visits to assess necessary works or ensure delivery of high quality work and high resident satisfaction.
- 25) Lead on monitoring risks and Health and Safety issues in relation to responsive repairs, planned and capital works programme.
- 26) Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

- 27) Carry out duties with due regard to the council's customer care, equal opportunities, information governance, data protection/GDPR and health and safety policies and procedures.
- 28) Undertake any other duties commensurate with the general level of responsibility of this post.
- 29) To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

Designation of the Post to which the Post-Holder normally reports to: Head of Strategic Asset Management



Person Specification

Job Title	Cladding Remediation and Capital Delivery Manager
Grade	P09
Service/Section	Repairs and Investment
Directorate	Housing and Safer Communities

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview
Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable	Method of Assessment
Knowledge		
Educated to degree level, professional qualification or equivalent relevant experience.	Essential	AF
Relevant qualifications in construction, engineering, or project management (e.g., PRINCE2, APM, CIOB).	Essential	AF
Proven experience in construction project delivery, ideally within façade or cladding remediation.	Essential	AF/I
In depth knowledge and understanding of building construction, maintenance CDM, health & safety legislation and social housing legislation.	Desirable	AF/I
Strong knowledge and understanding of procurement legislation as applicable to public sector works and professional services contracts.	Desirable	AF/I
Management / Leadership / Development of a high performing team.	Essential	AF/I
Strong knowledge of building safety regulations and remediation best practices.	Essential	AF/I

Skills and Abilities		
Ability to interpret plans, complex legislation, regulations and legal documents in relation to construction and building maintenance.	Desirable	AF/I
Excellent leadership, negotiation, and problem-solving skills.	Essential	AF/I
Ability to manage multiple projects and stakeholders simultaneously.	Essential	AF/I
Strong analytical skills with the ability to assess and evaluate a range of options and produce planned works programme and specifications.	Essential	AF/I
Excellent verbal and written communication skills, including the capacity to represent the authority externally, to write reports and to communicate with a variety of audiences.	Essential	AF/I
Experience		
Substantial experience in managing professional and technical teams.	Essential	AF/I
Clear proven track record of managing cladding remediation and capital investment programmes.	Essential	AF/I
Experience of working within and delivering projects within scope of the BSR Building Control process.	Desirable	AF/I
Experience of monitoring risks and Health and Safety in relation to planned and capital works programme.	Desirable	AF/I
Experience of working collaboratively and in consultation with different department to develop and deliver service improvements and improve communication.	Desirable	AF/I
Experience of working with residents and a range of stakeholders including local councillors in a politicised environment. AF	Desirable	AF/I
Proven track record of confident leadership in high-profile and politically sensitive environments	Desirable	AF/I
Driving licence and access to a vehicle.	Essential	AF
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	Essential	AF/I

