

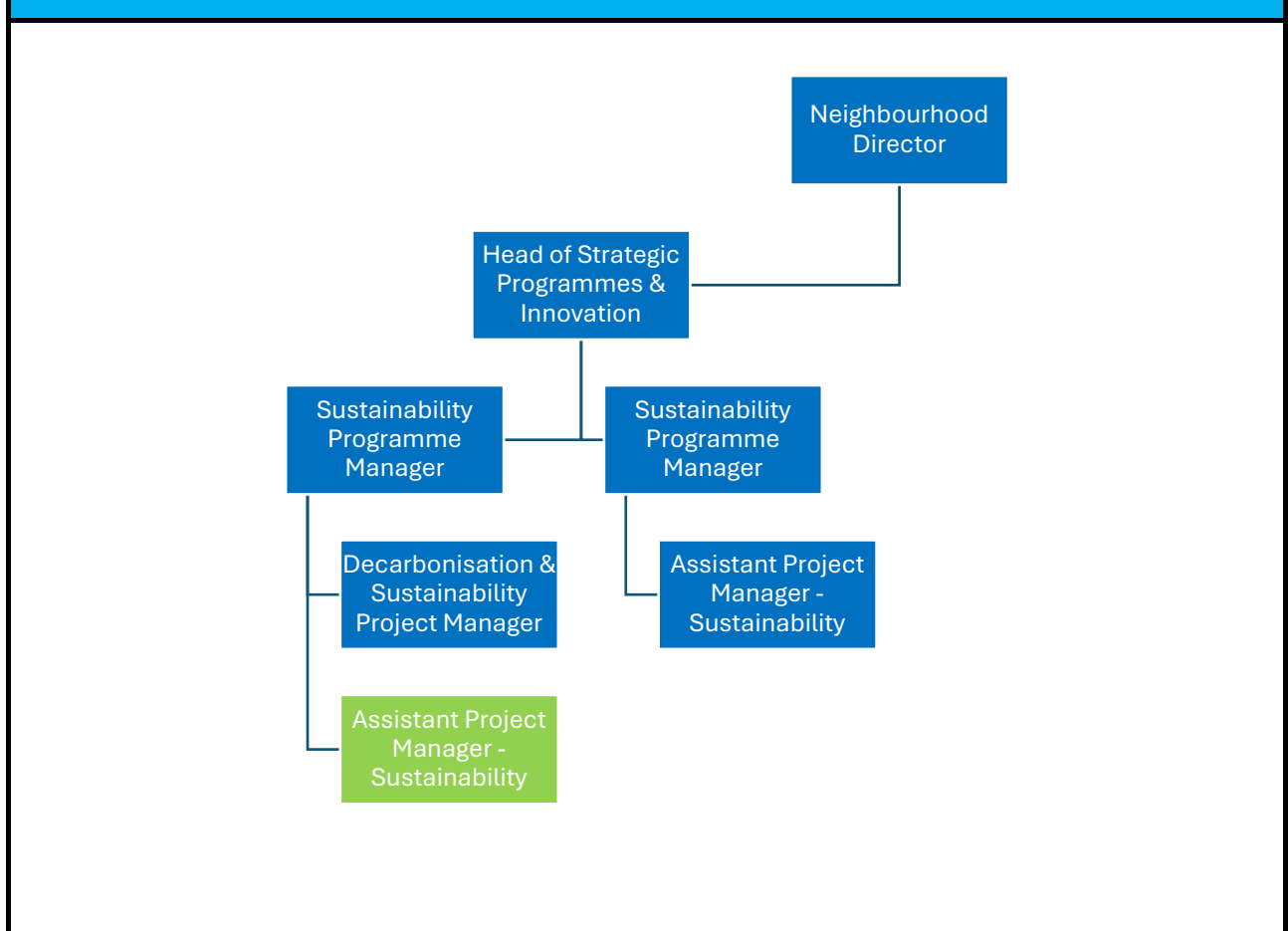
JOB DESCRIPTION

Job Title	Assistant Project Manager - Heat Network & Sustainability
Position Number(s)	TBC
Department	Lancaster West Neighbourhood Team and Grenfell Housing Services
Section or Service	Housing Management
Grade	Grade F

DESIGNATION:

Responsible to:	Sustainability Programme Manager
Employees directly supervised (if applicable):	

Family Tree:



JOB PURPOSE:

1. To help establish Lancaster West as a **net-zero estate**, taking opportunities to reduce carbon emissions and improve results across a range of sustainability objectives.
2. To work on projects which assist the delivery of the **Notting Dale Heat Network** programme including projects such as resident transition, metering and billing and our award winning 'goodbye gas' campaign.
3. To work with the sustainability programme managers, project manager and project support officers to assist in delivering projects.
4. To provide proactive, highly-organised project management, working as a key part of the team that is transforming Lancaster West into a **model estate for the 21st Century**.
5. To ensure that each project is delivered in accordance with project plans - on time, within budget and to the required quality standard.
6. To use **data, analysis, and resident input** to design and deliver projects that improve the quality of homes and the wider neighbourhood for residents, maximising value within the resources available.
7. Identify, seize and manage **opportunities for additional funding** to deliver on our promise to make Lancaster West estate and RBKC operations net-zero by 2030.

DESCRIPTION OF DUTIES:

1. Develop and maintain all project documentation including business cases, finance documentation, project initiation documents, project plans, risk and issue logs, and exception reporting
2. Support scoping and specification of projects ensuring that organisational and statutory needs and resident priorities are met
3. Work effectively with a range of stakeholders and project teams to deliver projects to meet sustainability goals
4. Identify and seize opportunities to reduce carbon emissions in the lifecycle of projects and in the ongoing use of the blocks and homes we manage
5. Ensure high levels of stakeholder engagement and effective communication regarding the changes being implemented
6. To review existing data and insight and to develop dashboards, insight reports and performance information to improve performance, manage and deliver projects, reduce costs and deliver an improved customer experience.
7. Horizon scan best practice and opportunities around environmental sustainability seizing opportunities to experiment and share learning

8. Identify, research, and complete applications for funding streams applicable to the NetZero objective and engaging resident and partners
9. Monitor and report on delivery against funding received ensuring grant conditionality is met and funders are aware of project and programme milestones
10. Facilitate data collection and validation, generate reports, create data dashboards to aid the successful delivery of projects
11. Use, manipulate and visualise data to generate insights, aid decisions and create additional value
12. Undertake other duties relevant to the nature, scope and level of the role as necessary including attending evening and weekend meetings

I agree to the above job description

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

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

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Assistant Project Manager
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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.

A	<p>Equal Opportunities 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.</p>
B	<p>Qualifications:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Certificate in of PRINCE2, Agile, Lean SixSigma or other project management qualification • Educated to degree level or equivalent experience

C Knowledge & Experience:

Essential

- Able to demonstrate project management skills and lead projects as delegated and demonstrate strong organisational skills
- Good analytical skills with the ability to work with figures and statistics, consider options and make informed decisions
- Ability to communicate and demonstrate effective presentation skills in internal and external meetings to a variety of stakeholders
- Proven record of working successfully with partners including negotiating, communicating and working collaboratively to achieve service objectives
- Experience of working in a local authority context and an understanding of key partner organisations.
- Experience of using Microsoft including specific software such as Microsoft Project, Visio, and SharePoint
- Excellent verbal and written presentation and communication skills including the ability to write funding briefs, reports, proposals and correspondence.
- Ability to organise and manage a varied workload, competing priorities and meet deadlines.
- Highly motivated and proactive with a positive attitude towards change. High level of flexibility and adaptability.
- Looks for and encourages better, faster, more efficient ways of doing things, striving to achieve the best possible outcome in all situations

D Job Specific Requirements

- Excellent inter-personal skills, with the ability to listen and really grasp what a client or customer want.
- Highly motivated and proactive with a positive attitude towards change. High level of flexibility and adaptability.
- Looks for and encourages better, faster, more efficient ways of doing things, striving to achieve the best possible outcome in all situations

Our Values & Behaviours	
E	<p>PUTTING COMMUNITIES FIRST</p> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
F	<div style="background-color: #009640; color: white; text-align: center; padding: 5px; margin-bottom: 10px;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. <p>I feel I am being treated fairly.</p>

G	<p style="text-align: center;">INTEGRITY</p> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. <p>I feel my views are valued</p>
H	<div style="text-align: center; background-color: #008000; color: white; padding: 5px; border: 1px solid black; border-radius: 10px; margin-bottom: 10px;"> WORKING TOGETHER WORKING TOGETHER </div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. <p style="padding-left: 40px;">I feel the Council is open to new ideas.</p>