



Capital Investment Manager

What we value at Westminster

Westminster City Council believes in creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.

We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

Our culture

At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.

The Westminster Way is the council's commitment to our staff and is underpinned by three pillars:

- **Personal development:** Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.
- **Value our people and diversity:** Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city.
- **The Westminster Way of working:** Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work.

In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That's why at Westminster we celebrate and embrace our differences.

We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.

Portfolio/responsibilities of this role

Job Responsibilities:

The council's Housing Services are high profile and vital to maintaining and enhancing the city council's reputation.

This role will be responsible for the delivery of projects within the Westminster Major Works Programme, working as part of a high-performing multidisciplinary team to deliver on time, on budget and to the required quality standards. As part of this, they will embed high-quality technical delivery with parallel standards for trust, transparency and accountability, and embedding an ethos that treats every resident as a partner in Major Works Delivery, rather than a passive recipient of it.

Purpose of Role

1. To support the Senior Capital Investment Manager by delivering an innovative and transformational approach to capital investment delivery by placing resident experience, safety, and voice at the heart of all decisions from inception to close-out.
2. Pro-actively commission, plan, execute, and complete Capital Works projects across all RIBA stages (0-7), ensuring each scheme delivers value and dignity for Westminster's residents and aligns with Westminster's strategic objectives housing and the City of All Vision. Ensure resident voice informs key project decisions, particularly around decanting, design options, site logistics, and social value outcomes
3. Adhere to robust programme governance and management frameworks, including feasibility assessments, cost control, risk and issue management, and compliance with all statutory, financial, and contractual obligations.
4. Develop and implement Scheme Quality and Delivery Plans, tailored to project complexity (from individual component replacements to high profile complex Major Works projects), ensuring compliance with statutory requirements (such as the Building Safety Act, CDM Regulations 2015,) and Net Zero Carbon targets and embedding ISO 9001-aligned systems and standards.
5. Work collaboratively within a high-performing multidisciplinary team, fostering a culture of resident focus, continuous improvement and inclusive project leadership to ensure that the Major Works Programme is delivered on time, on budget and to a high quality.
6. Monitor, manage and report on project performance ensuring delivery to agreed cost, quality and time parameters and escalating risks or issues to senior management as required
7. Be responsible for the contract management and reporting on the performance of service providers, and other delivery partners on a regular basis to ensure regulatory targets are met, quality of workmanship and services are maintained and a "value for money" service is achieved. Mobilise new procurements and service providers as required, embedding and adopting lessons learned to improve outcomes.
8. Proactively manage project risk and dispute resolution, including supporting legal processes and defending claims where required, ensuring issues are addressed early to protect

	<p>resident outcomes and Council reputation</p> <ol style="list-style-type: none"> 9. Undertake other duties as relevant to the nature, scope and level of the role as necessary, including managing ad hoc and special projects as required. 10. Maintain and review relevant documentation including scheme risk registers, client instructions, and audit trails throughout the lifecycle, aligned with ISO 9001 and council reporting requirements 11. As a project budget holder act as a custodian for public funds leading robust financial governance across all project stages and carrying out duties to meet principles of affordability, feasibility, sustainability, compliance, value for money to the highest standards for the benefit of residents. 12. Prepare and present to internal and external stakeholders, timely, relevant and accurate reports on projects and/or the Major Works Programme. 13. Partner with teams across the Council to drive value, ensure capital viability, alignment with HRA business plans, effective risk priced tendering and manage budgets, valuations, and final accounts. 14. Build and maintain strong relationships with a wide range of internal and external stakeholders including residents, Councillors, senior managers and contractors. 15. Represent the Council at internal and external meetings, such as formal Council meetings, resident engagement events and other public meetings including frequent site visits, evening and weekend meetings. Respond to FOIs, resident concerns, complaints, and Member enquiries in a timely and professional manner.
	<p>Budget Responsibilities</p> <p>Individually responsible for expenditure of up to £10M per annum through contracts</p>
<p>What do we expect this role to achieve?</p>	<p>Resident voice informs key project decisions, particularly around decanting, design options, site logistics, and social value outcomes</p> <p>The timely, high-quality delivery of complex capital projects aligned to the Housing Asset Strategy improving the condition, sustainability, and long-term value of over 21,000 homes.</p> <p>Compliance with frameworks and processes to assure project delivery, standardise ways of working, meet statutory duties, minimise risk, and uphold standards of public trust and value for money.</p> <p>Enhanced partnership working with teams across the Council to drive value, ensure viability, alignment with HRA business plans, effective risk priced tendering and manage budgets, valuations, and final accounts.</p> <p>Excellent management of all contracts and services providers related to the planning and delivery of Major Works projects.</p>

Band/Salary range	Band 4
Work style	Agile and flexible working conditions
Your manager & team	The postholder will report to the Senior Investment Manager
	No direct reports
Experience	<ul style="list-style-type: none"> • Experience delivering complex, multi-disciplinary capital programmes across all RIBA stages (0–7) to time, budget and quality. • Experience of leading and delivering a projects in the built environment in a way that achieves high levels of resident and stakeholder satisfaction • Experience ensuring services and housing or capital projects are accessible, representative, and responsive to the needs of diverse communities. • Practical construction knowledge of plant and equipment, products and different ways of working to ensure appropriate solutions are adopted • Demonstrated experience in driving and evidencing value for money in capital delivery, through procurement, contractor performance, scope management and quality control. • Knowledge of construction methods, sequencing, critical path management, and programming software, with the ability to produce, analyse and adjust construction programmes, undertake delay analysis, and lead reprogramming. • Experience operating in complex political and partnership environments, collaborating effectively with a wide range of senior officers, councillors, residents, statutory bodies, and external agencies to align priorities and deliver resident-focused outcomes. • Experience in designing, documenting, and embedding ISO-aligned processes and procedures, including continuous improvement mechanisms and audit readiness. • Working knowledge of project and programme management methodologies (e.g. RIBA, PRINCE2, MSP), and the ability to apply structured approaches to planning, delivery and review of projects

	<ul style="list-style-type: none"> • Experience of working under pressure to deliver results within challenging timeframes with limited resources. • Understanding of and experience in budget and resource management, including monitoring expenditure, forecasting, and ensuring alignment with business plans and funding constraints.
<p>Skills</p>	<ul style="list-style-type: none"> • Understanding of general professional disciplines including programming, quantity surveying, contract management and design • Skilled at integrating equality and inclusion principles into project design, procurement, and engagement, and at fostering collaborative, cross-disciplinary team working that values different perspectives. • Contract management skills, with experience administering and assuring performance for a wide range of service providers at the same time under various construction contracts (JCT, NEC), including managing change control, disputes, and compliance. • Ability to lead meaningful resident and stakeholder engagement and embed co-design into projects, ensuring resident priorities are reflected in project scope, design and delivery. • Ability to onboard and work collaboratively with new service providers after procurements • Strong problem-solving skills with the ability to analyse project and delivery risks, propose creative solutions, and resolve issues proactively with internal teams and contractors. • Excellent organisational skills with the ability to manage multiple priorities under pressure, delivering a high volume of outputs to consistent quality standards and tight deadlines. • Strong customer service and communication skills, with the ability to explain complex technical issues clearly, manage expectations, and maintain trust with residents and partners. • Proficient in Microsoft Office (especially Excel and Word) with ability to learn new digital tools and systems quickly

	<ul style="list-style-type: none"> • Committed to personal and professional development, investing time in continuous improvement and reflective practice • Strong organisational skills with high attention to detail, and a methodical approach to reporting, tracking, and reviewing project data, documentation and performance. • Self-motivated and proactive, with the initiative to work independently, escalate risks appropriately, and maintain momentum across complex workstreams. • Work with efficiency and precision to a high standard, and able to do this with conflicting demands, whilst multi-tasking in a pressurised environment.
	<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant professional qualification or Chartered Membership (or working towards) of a relevant Professional Body (e.g. MRICs, MCIOB, APM) or demonstratable equivalent experience and skills to undertake the role • Evidence of continued professional, leadership, managerial and personal development
<p>Corporate standards</p>	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way • Values and behaviours Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day-to-day work.