

Job Profile

Job Title: Health and Social Care Academy Administrator
Job Grade: Level 3 Zone 2
Salary Range: £36,984 - £42,526

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

The Health and Social Care Academy is a newly formed model which will deliver training to local residents across North Central London (NCL) and enable them to gain employment within the Health and Social Care sector. The Academy will have relationships with a wide range of partners including Local Further Education Colleges, Economic Development Teams (borough-based partnerships), The NCL Integrated Care Board (ICB) and the Training Hubs (Primary Care). This is a very exciting opportunity to bring your current skills related to community engagement and to support with key activities required for the Academy to be a success.

This is an exciting opportunity to work in an award-winning team which sits across the five North London Councils - Barnet, Camden, Enfield, Haringey & Islington – where the aim is to deliver programmes of work that address shared priorities in partnership and to promote a strong local authority presence within North London's Integrated Care System (ICS).

The purpose of this role is to co-ordinate the monitoring of the Greater London Authority (GLA) contract for delivery of a Health and Social Care academy supporting team members to ensure the delivery of required outcomes. The role will ensure that there is timely provision of accurate monitoring returns in relation to budgets, finances and outputs with verified audit materials, ensuring that the management information systems in place are fit for purpose and produce required performance data. Maintenance of an overview of the external funding programme ensuring liaison with external funders, central finance, auditors and operational team members is essential to ensure successful outcomes.

Example outcomes or objectives that this role will deliver

1. Act as the focal point for any queries in relation to the GLA contract delivery mechanisms.
2. Provide support for the setting up of systems to meet the requirements of the GLA funders and auditors and ensure that output definitions are understood.
3. Arrange performance monitoring visits/spot checks of externally funded activities, feed back results to managers and teams and monitor actions.
4. Support department's finance function in line with corporate procedures and the requirements of external funders, ensuring that robust systems are in place for budget setting and for monitoring and reporting income and expenditure.
5. Alert senior managers to any significant budgetary pressures or underspends and work collaboratively with the Health and Social Care Academy Programme Coordinator to do so.

6. Collate and organise quarterly monitoring/finance returns and prepare other reports providing descriptive/evaluative data on the performance and activities of projects and programmes.
7. Work closely with colleagues on the marketing of the programme and provide success data for communications activity to increase take-up of services and demonstrate effectiveness of activities.
8. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
9. To maintain a list of the stakeholders involved with the Health and Social Care Academy and update as needed.
10. Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
11. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.

The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties. At all times carrying out responsibilities/duties within the framework of the Council's Equal Opportunities Policy.

About you

- Demonstrable knowledge and understanding of project management principles.
- Experience in meeting data collection requirements.
- Experience of supporting projects with a range of stakeholders with different priorities

Relationships:

The role will sit in the North London Councils programme team

- Work with the NCL Workforce Programme Manager to facilitate links between the wider integrated system, social care and health employers and training providers.
- Work closely with Health and Social Care leads across each of the partnership boroughs including Camden, Islington, Enfield, Haringey and Barnet.
- Work with colleagues across the Further and higher education sectors to align Health and Social Care training to employer requirements.
- Work closely with a range of other stakeholders from the GLA, training providers, Health and Social Care employers, referral partners and local community and voluntary sector organisations.

Work Environment:

The role will be based in the London Borough of Camden offices, 5 St Pancras Square, in the heart of the King's Cross Central development. It is a hot desking environment.

The role requires a significant amount of contact with a wide range of partners through strategic relationships, often in meetings in and outside of the council.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#)

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and Ethnic Marginalised groups those who identify as LGBT+, neurodiverse and disabled people. Click Diversity and Inclusion for further information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presentism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't. At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG