

## Job Profile

**Job Title:** Principal Projects & Policy Officer

**Job Grade:** Level 5, Zone 1

**Salary Range:** £49,930 - £57,543

### About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. We're not just home to UK's fast-growing economy, we're focused on creating a borough where everyone can live a good life and nobody gets left behind. We're willing to be bold and try new things in the process. Here's where you can help design a better future for us all.

There is a huge amount of exciting and critical work happening in Camden including the implementation of Family Hubs, Camden's SEND Strategy and Camden's Education Strategy. As well as outstanding and innovation practice across children's services, youth justice, early years and early help. This is your opportunity to be part

### About the role:

This is an exciting role that is about shaping policies across children, young people and family services. As a Principal Policy and Projects Officer, you will lead and support a range of policy development and be at the forefront of real change. This role will be working across a diverse portfolio of activity that connects policy thinking to delivery so requires creativity, innovation and drive to provide the best service for our community.

Based within the Council's Supporting People Strategy Service you will be supported and surrounded by like-minded colleagues with a shared purpose across both operational and strategic teams. The role will require you to be able to work closely with elected members and senior officers.

Key responsibilities will include

- Coordinating and supporting operational services to ensure they are ready for inspection or peer review/challenge
- To lead strategy, policy, improvement and change in key areas of work across the organisation

- Preparing materials and briefings for the Council's executive leadership and elected members;
- Supporting the regular evaluation and delivery of key corporate strategies;
- Leading on strategic and proactive engagement, both internal and external, relating to work with high levels of complexity or risk
- To work in a variety of disciplines and environments across the whole organisation to deliver corporate and directorate priorities
- Collating and analysing relevant evidence within a compelling strategic narrative in order to support and facilitate decision-making and prioritisation within complex problem areas.

**About you:**

You will have a creative, problem-solving mindset and be comfortable with working on complex ideas and issues where there's no easy answer. You will be hard working and determined, focusing on making change happen on the ground. You will be comfortable working within a complex, political environment on challenging programmes of work which may not have an easy answer. You're able to empathise with people, building consensus towards a common goal and navigating relational dynamics.

You have excellent communication skills that will enable you to work with various stakeholders across the organisation and within the local community as well as brilliant project and programme management skills. You'll help colleagues see their services from a resident's point of view and bring insights and ideas in a way that everyone can understand. We would welcome applications from people with transferrable skills from all work backgrounds but would be especially interested to hear from people with experience working with children, schools and families.

This role will require you to work across council services and partner organisations and we're looking for someone who can manage their own learning and build positive relationships. We want people who are curious, compassionate, and kind.

- You will have exemplar project and programme management skills, able to deliver projects on time and within budget
- You will have a creative, problem-solving mindset and be comfortable with complexity
- You will be capable of leading and contributing to compelling, well-evidenced cases for changes
- You will have exemplary facilitation skills and be able to produce high quality outputs which communicate complex ideas simply. This will include use of visual design and different ways of getting information across which don't rely on traditional reports

- You will be confident working with elected members and other senior stakeholders, capable of building confidence with them and translating their insights into the work
- You will have exemplary people management skills, capable of leading diverse project teams but also playing a supporting role and helping colleagues to deliver

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to receive an application from you.

### **People Management Responsibilities:**

This post has no specific line management responsibilities but the post holder will be required to manage staff and resource on individual projects or programmes of work for which they are responsible.

### **Relationships:**

The postholder will work with a variety of teams across the organisation and be comfortable engaging and influencing senior stakeholders on complex ideas and issues where there's no easy answer. As well as working with members of the Strategy & Design Team, the postholder is expected to develop and maintain effective and constructive relationships with colleagues across the Strategy Family, Design Community, Corporate Services and relevant service teams across the organisation.

### **Work Environment:**

Hybrid – working from office for key meetings with flexible and agile working

### **People Management Responsibilities:**

None

### **Relationships:**

- Building relationships with senior leaders – directors across the organisation, elected members and senior leaders across partnerships
- Strategy Family including colleagues from the Supporting Communities Strategy Service and the Policy and Service Design Service

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## **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**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

## **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. 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](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

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## **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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,