

## **Job Profile – Accessibility Project Officer**

**Job Title:** Accessibility Project Officer

**Job Grade:** Level 3 Zone 1

**Salary Range:** £33,789 - £38,465

### **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. As an Assistant Traffic Engineer, you will help ensure smooth and efficient delivery of minor projects that are contained within the Camden Transport Strategy.

### **About the role**

The role will assist the Principal Engineer in delivering minor parking schemes within the borough in line with the Camden Transport Strategy Action Plan. As part of this, the postholder will be expected to manage the project from inception through to handover to implementation.

The main focus of the role will be to ensure the Council carry out their duty under the Disability Discrimination Act 1995 by acknowledging that some people who have a mobility impairment have particular difficulties when travelling. Accordingly, the Council makes special provision for the parking needs of disabled car-users via the blue and green badge parking schemes, which includes dedicated disabled bays. The design, programming and delivery of these schemes will be the primary role.

The post requires a caring and understanding individual, capable of communicating with people who may be in sensitive and vulnerable positions. These conversations will require discretion and confidentiality and are often carried out by telephone call. Consideration of the Data Protection Act 2018 must be taken at all times.

The post holder will be expected to produce simple technical drawings on AutoCAD. Training can be provided, but a desire to learn and confidence with computer technology is essential.

Written communications and report writing will be an important part of the role, as well as programme management, and the ability to successfully manage various projects at different stages of development. The postholder will help ensure that all correspondence received– from residents, stakeholders, Members and so on - is organised and responded to effectively and efficiently. And the role will be expected to perform other administration tasks as required such as document control, maintaining and managing generic email inboxes, postal communications, stakeholder lists, creating and maintaining databases, and so on.

Site visits will be required for some projects, which will be needed to be carried out by foot, wheelchair, cycle, or public transport (unless under special circumstances).

The postholder may be required to undertake other relevant duties as required by the line manager that are commensurate with the grade/role.

### **About you**

You will have an understanding and empathetic individual, with good people skills and acknowledging Camden's diverse and multi-cultural community.

You will understand different disabilities and how they impact people's ability to live active lives within our communities.

You will be IT proficient; MS Word and MS Excel is essential, AutoCAD desirable (training can be provided, but a willingness to learn is essential). May also be required to learn other internal software packages.

You will have excellent organisation skills and be able to work independently, managing your own projects to ensure they are completed efficiently and in good time. Working in partnership with internal colleagues to source and share information.

You will have good written and spoken English.

### **Work Environment:**

The role will part of our "hybrid" working arrangements with some remote homeworking and some time each week based in the office at 5 Pancras Square, with site visits and external meetings as required.

**People Management Responsibilities:**

None.

**Relationships:**

This role will include working closely with key internal partners including Parking Services and CATS. The post holder will be required to liaise with local residents and ward members. The postholder will report directly to the Principal Engineer and / or Design Team Manager.

**Over to you**

Help us to support our local residents with additional needs. This multi-disciplined post will offer the right person a diverse and challenging role, developing skills in various areas. If that sounds good to you, we'd love to talk

**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 other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. 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.

**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