

## **Job Profile - Senior Project Officer**

**Job Title: Senior Project Officer**

**Job Grade: Level 4, Zone 2**

**Salary Range: £45,042 - £51,870**

### **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 Equalities service is seeking a Senior Policy and Projects officer to support strategy, policy, improvement and transformation in key areas of work across the organisation.

This is an exciting new role which will proactively develop and support the Disability Oversight Panel, and our work across multiple partnerships including leading the implementation further specific participation for people with disabilities – ensuring the views across our communities is heard and present throughout the development of strategies, initiatives and programmes of work to ensure the services that are delivered are truly equitable to the needs of families in Camden.

You will lead and support on work with high levels of complexity and feel confident using data and insight to inform decision making.

The role will champion co-production with the key aspects of the role including;

- Fostering and influencing engagement and commitment of all relevant partners in an integrated approach to all those that fall under the protected characteristics of the Equality Act 2010.
- Working closely with our Participation team to deliver engaging and co-designed sessions with our communities, particularly focusing on those with disabilities and those with overarching intersectional characteristics.
- Explore and identify gaps and opportunities in provision, and where necessary, lead multi-agency work to develop, plan and implement solutions and improvements.
- To work with our Community Partnerships team to collaborate with external sources of funding that will help support local development of outcomes relating to people with disabilities and in particular that of the Diversity mission for Camden.

The post holder will be responsible for community engagement with a particular focus on people with disabilities. The role will require the post holder to have experience of engagement with people of all ages and be able to contribute proactively to the development of new and exciting workstreams. The role holder should be able to meet stakeholders based in the community.

### **About you**

You will have excellent written and verbal communication skills, with the ability to analyse data to present complex information and recommendations in a clear manner to a range of audiences. Engaging communications and report-writing are key aspects of the role.

You will have experience of/interest in working in local government, and of leading strategies and change projects/programmes.

Additionally, you will have experience of one or more of the following areas:

- Strategic planning, development, implementation and monitoring
- Change management and project management
- Engagement
- Data, research, analysis & performance management

### **Work Environment:**

This role will be based in 5 Pancras Square Offices though like many council teams we are currently mainly working from home. The post holder may be required to work in a variety of teams and workplaces.

### **People Management Responsibilities:**

The post has no line management responsibilities but the post holder will be required to manage staff/resource on individual projects for which they are Project Manager and other activities that they may be leading on.

### **Relationships:**

The post holder will be largely self-managing with personal management and development carried out within the service.

The post holder will be expected to develop and maintain excellent relationships across the organisation, with elected members as appropriate, partner organisations, government department and customers as dictated by the projects, roles and tasks they will be carrying out. The post holder will also actively seek to build effective relationships with colleagues across the Strategy and Governance family.

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be. 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 those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

### **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,