

Job Profile - Market Licensing Project Officer

Job Title: Market Licensing 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.

This role sits in the Markets and Street Trading Team, which is within Environmental Services, Place Management, Supporting Communities. The main purpose of the role is to develop street trading opportunities in Camden. Delivering and developing projects that link to the Council's vision. Our work can provide employment through start up business opportunities to local people and others. Our aim is to create safe, welcoming vibrant markets and street trading sites with affordable goods for sale that serve all communities, ensuring a strong social media presence.

About the role

To manage and develop Camden Market's retail portfolio ensuring that the highest possible standard of service delivery is achieved. The post-holder will be required to work both within the back-office Street Trading Licensing Team and the on street retail market officer Team. You will monitor performance, maximise profitability and effectively implement service improvement to the highest quality, ensuring the integration of the Market and street trading with the surrounding retail and business environment. A key part of this role is to work effectively across the team to ensure our focus is to deliver the Council's priorities, testing initiatives in our markets and street trading sites.

About you

Ability to develop and maintain relationships with both internal and external groups to enable effective and timely development of all street trading.

Ability to communicate with a wide range of people to solve complex problems

The ability to cope with deadlines, conflicting demands and unexpected problems and high levels of work related pressure.

Ability to deal with unpredictable deadlines, conflicting demands and unavoidable interruptions

To have good IT skills for, taking notes, writing letters, emails, reports and memos, keeping records, preparing cost plans
To be able to work outside in all weather managing our markets and street trading sites, in addition to working within the back office support team.

The ability to understand and articulate the organisation's strategic vision and reflect the vision within service delivery

Strong leadership and motivation skills

Excellent track record in the delivery of projects with multiple stakeholders

Extensive track record of successfully creating comprehensive and practical plans that meet business priorities and have a directly observable outcome on service provision

The role also requires a commitment to work flexibility including the need to occasionally work over weekends and evenings.

Work Environment:

This role is a mixture of office based and working on site at our various markets for up to 50% of your working week. There will be opportunities for some working from home, depending on the weekly work rota.

People Management Responsibilities:

There are no people/team management in this role, but there will be management of people and teams in a project environment to ensure deadlines are met

Relationships:

This role involves working closely with the Market Development Manager to ensure that there is a cohesive approach to work delivery. Depending on project work, this post requires regular contact with Retail Market Officers, Licensing Support Officer and Finance and Legal Officer

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 talk

Is this role Politically Restricted? No 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). 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.