

## **Job Profile**

**Job Title: Information and Monitoring Officer (Planning Policy)**

**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**

This is an important role working in the Planning Policy team, which is responsible for the preparation and review of Camden's local development plans and planning guidance. Our planning documents have a key role in the delivery of We Make Camden – our shared vision for the future of the borough, ensuring development meets the borough's need for homes and jobs, provides benefits to the community, responds to climate change and contributes to reducing inequalities. We want to harness digital innovation to make sure our policies and guidance, the evidence that underpins them and the data that measures their impact is accessible, meaningful and up to date.

The postholder will be responsible for:

- the preparation of accurate, timely and robust evidence to support the preparation of Camden's planning policy framework
- the monitoring of development and related outcomes
- the collection and presentation of data for the Council's Authority Monitoring Report
- the collection and reporting of statistical and performance information within the Council
- submission of monitoring data to the GLA and statistical returns to national government
- responding to information requests and assisting with mapping
- supporting the Strategic Lead - Planning Policy and Implementation, the Development Plans Manager and Chief Planning Officer in effective financial management of the team and service, through invoicing, purchasing, etc.
- carrying out technical support tasks for the team and service as required.

### **About you**

You will have:

- the ability to create, maintain and extract information from databases and spreadsheets and keep high quality, up to date records
- good working knowledge of Excel and other relevant databases / systems
- experience using financial systems
- the ability to use new technology and a wide range of digital platforms
- the ability to communicate effectively, verbally, in person and in writing
- strong organisational, analytical and problem solving skills
- the ability to work independently and within a team to deliver effective services
- ability to establish and maintain good working relationships with a wide variety of people
- excellence in customer care
- a desire to innovate and improve services and processes
- experience using geographical information systems (GIS) (desirable but not essential)
- knowledge of planning policy practice and legislation (desirable but not essential).

**Work Environment:**

This is an agile working post with a main office base in Camden's offices at 5 Pancras Square, and with working from home supported. The work could involve attending some external meetings and site visits. A willingness to work outside of normal office hours on occasion is desirable.

**People Management Responsibilities:**

None.

**Relationships:**

The postholder will report to the Development Plans Manager. Significant working relationships will include officers within other Council services, e.g. Development Management, Housing and Corporate Strategy; the GLA; elected members; community organisations; consultants, landowners, developers and major institutions.

**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