

Principal Policy and Project Officer

Salary Range: £52,282 - £59,895

Location: 5 Pancras Square

Contract: Full time - Permanent

Reports to: Emma Haigh, Head of Supporting
Communities Strategy



About the role

This role includes a variety of responsibilities, primarily focusing on leading strategy, policy, and improvement efforts across different areas within the organisation. You'll play a key role in supporting our council-wide outcomes approach, ensuring that our initiatives align with our overall objectives.

You'll also be responsible for leading projects with varying levels of complexity and risk, aiming to bring about positive changes across the organisation. This will require working across different departments and disciplines to prioritise and deliver on corporate and directorate goals.

A significant aspect of this role involves using data and research to measure outcomes and inform decision-making processes. This data-driven approach will help shape and improve our service delivery methods.

Additionally, good knowledge and understanding of We Make Camden Missions and Challenges and "Camden's The Way We Work" will be key for this role, providing context for achieving our organisational goals.

Overall, this role offers an opportunity to contribute to meaningful change within the organisation while adhering to our mission and operational guidelines.

The things you'll achieve

Joining the Supporting Communities Strategy Team means you'll play a vital role in driving real change through a people-focused, design-led approach.

- You'll lead efforts to bring individuals across the organisation together, leveraging their energy and creativity to foster a mission-driven culture and deliver on our goals;
- You'll be at the forefront of crafting innovative policies and strategies to meet key corporate priorities and achieve desired outcomes;
- You'll engage effectively with political and senior leadership, as well as residents and partners, to ensure successful collaboration and progress;
- Advocating for evidence-based decision-making, you'll use research and data intelligently to inform policies and initiatives;
- You'll take the lead in managing organisational change, overseeing transformation programs and guiding teams through transitions;
- Your capacity for organisation and problem-solving will be invaluable as you support others in prioritising tasks, identifying opportunities, and solving challenges;
- In this role, you'll be instrumental in driving positive change and making a meaningful impact within our organisation and community.

About you

Experience

As a candidate for this position, you should possess or be willing to acquire and apply the following skills and capabilities:

- *Understanding barriers and challenges and effectively articulating them,*
- *Assisting teams in organising and prioritising tasks efficiently,*
- *Developing systems and processes to guide individuals through tasks effectively,*
- *Establishing connections between people and fostering lasting relationships,*
- *Creating inclusive and safe environments that allow everyone to thrive,*
- *Crafting compelling business cases and presentations to engage stakeholders,*
- *Cultivating a culture of continuous learning among colleagues,*
- *Holding project leads and officers accountable to ensure successful project delivery.*

You have

You have the ability to thrive in a team where each day brings new surprises and challenges. Embracing the unexpected is second nature to you, and you're confident in your ability to tackle any task, no matter how puzzling it may seem.

Navigating through ambiguity excites you, like in a thrilling rollercoaster ride. You have the confidence to handle workstreams effortlessly like surfing through a sea of possibilities with a hint of swagger. When it comes to planning projects, you're as meticulous as a pro treasure hunter. You excel at spotting opportunities and remain flexible, ready to adapt at a moment's notice when new information arises.

You are a pro communicator. Whether delivering presentations to a room full of eager listeners or navigating tough conversations, your resilience shines through, making even the most challenging situations feel manageable. Your calm demeanour and ability to stay composed are like a breath of fresh air, even in the midst of most challenging situations.

Other important stuff...

People management

The post holder will be required to manage staff and resource on individual projects or programmes of work for which they are responsible.

Work environment

The post holder may be required to work in a variety of teams and workplaces. But you will be mainly based at 5 Pancras Square.

Who you will be working with

You will be joining a wonderful, resourceful and diverse team, [meet the team](#). As part of the Supporting Communities Strategy team, you will be working closely with colleagues from across the council, especially with colleagues in the rest of Strategy Family and Supporting Community directorate. You will be reporting to Emma Haigh, Head of Supporting Communities Strategy.

The application process

Applying for this role here by end of 17th March 2024. We will short list by the 20th March and interviews will be arranged for the w/c 25th March 2024.

If you have any question about this role, please contact Ali.Alsaraf@camden.gov.uk for informal chat.

Who we are

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.

Asking for Adjustments

Camden is committed to making our recruitment practices 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

