

Job Profile

Job Title: Business Manager for Mental Health Social Work & Integrated Learning Disability Services
Job Grade: Level 4 Zone 1
Salary Range: £43,004 - £49,131

About Camden

Camden is building a place where everyone can thrive, by making our borough the best place to live, work, study and visit. We are not just home to UK's fast-growing economy; we are also home to the most important conversations happening today. We are making radical social change a reality, so that nobody gets left behind. Here in Camden, you can help develop a better future for us all.

About the role

In this role, you will work to develop and maintain effective and efficient management information and support services for Mental Health and Integrated Learning Disability Services in Camden. You will maintain ICT, data processing, finance and manual administrative systems to a high standard. You will work with managers and assist with budget and performance monitoring, liaising with colleagues from performance and finance teams to ensure monthly and quarterly reports are completed on time and to an excellent standard.

You will assist with producing management information, finance and other reports as required.

You will work in compliance with relevant legislation and good practice standards and support managers to deliver on key aspects of a large programme of transformation.

About you

It is essential that you have excellent customer care skills with an understanding of diversity principles within a customer care context. You are able to work on own initiative, to plan and prioritise work to manage conflicting priorities, meet delivery deadlines, targets and agreed work standards, with minimum supervision.

You will have experience of providing informed advice to senior managers and other decision makers, including presentation of reports around data and financial analysis. You will advise on changes to Adult Social Care information systems to adapt to new workflow and processes, as well as other external changes such as performance indicators, returns and in response to liaison with service managers.

You will lead on recruitment and provide managers with regular reports on recruitment and budgets, flagging variations and performing initial checks on reasons for under/over achievement and recommending action plans to improve. You will have experience in advanced PowerPoint and intermediate Excel.

Work Environment:

The job is primarily office based but requires flexibility around working hours and being able to provide support out of office hours to deal with complex and high-risk problems or issues. You may be required to work evening or weekends from time to time.

People Management Responsibilities:

This role does involve people management responsibilities of one or more team clerks and there will be opportunities for mentoring staff or students within the service.

Relationships:

You will work closely with the Management Teams across Mental Health Social Work, CLDS, commissioning colleagues, ICB and other local authorities in NCL.

It is essential that you work collaboratively with Mental Health social workers and managers and the range of Social Care and NHS professionals and managers in CLDS to ensure excellent service delivery with minimal delays.

You will work across Camden Council as well as Camden & Islington NHS Foundation Trust and Whittington Health Care Foundation Trust, as per our Section 75 agreements for both Mental Health SW and CLDS, and will need to build and maintain strong working relationships across the three organisations as you work towards a shared set of goals.

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?

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). 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,