

# Principal Policy and Projects Officer

**Salary Range:** £52,282 - £59,895

**Location:** 5 Pancras Square, London, N1C 4AG

**Reports to:** Hugh Smith, Corporate Strategy  
Portfolio Lead

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# About the role

As a Principal Projects & Policy Officer, you will lead projects and be part of a team which is taking an innovative approach to strategic change.

We're looking for curious, analytical and creative people who want to develop leadership skills and bring together different disciplines to work towards shared goals, supporting the organisation in improving people's lives. Curious to understand what's really at the heart of a problem, and about other people's experiences and perspectives. Humble in recognising what they don't know and expert at working with others with different knowledge and expertise. Creative in bringing together different types of information to tell a story and flexible to change their approach as they learn, to test things out and adapt what doesn't work.

You will be part of the Corporate Strategy function within the Strategy and Design Team, which works across the whole breadth of the Council's remit. In Strategy and Design, we are responsible for developing our organisation's approach to delivering the [We Make Camden Missions](#) and delivering other projects that are priorities for our organisation and our communities.

We champion new and different ways of solving problems, promote inclusive and equitable approaches within strategy and policy design, and create a culture of continuous learning to ensure that we achieve the outcomes that meet the needs and expectations of both our residents and staff in a sustainable way.

This is a key role needed to support delivery of the Council's overall corporate strategy and improve outcomes for both residents and Council staff. This will include managing and delivering strategic projects, research and analysis of a range of evidence, the preparation of briefings and reports for Council leadership, and managing engagement across the whole spectrum of the Council's stakeholders, from its elected members to the residents they serve. The role involves working in a variety of different multidisciplinary teams and domain areas.

## The things you'll achieve

The Principal Policy and Projects Officer will drive outcomes-oriented change by:

- **Supporting decision making with data and evidence:** Bringing together different types of evidence and insight, including lived experience, to develop a shared understanding across different levels of the organisation. Articulating and holding the problem space and framing opportunities to act as well as steering change through governance and decision-making processes.
- **Effectively communicating to drive forward strategic change:** Working with teams to create clear, evidence-based cases for change, project briefs, and briefings for a variety of stakeholders, with a focus on communicating complex issues to non-experts to increase understanding.

- **Facilitating and convening stakeholders internally and externally to build collective approaches to shared goals:** Your role as a facilitator and convener will be essential in steering groups towards a shared goal and building strong relationships across the organisation.
- **Navigating strategic and organisational context to deliver against organisational priorities:** You will be skilled in navigating different organisational settings and conditions and will be able to adapt in response to changing internal and external circumstances.

# About you

You will have a creative, problem-solving mindset and be comfortable with working on complex ideas and issues where there's no easy answer. You have a bias for action and are comfortable pulling together information and insight quickly, focusing on making change happen on the ground. Some of the skills and mindsets we value:

- **Data and research:** You have experience working with data and research to create and communicate an evidence base with stakeholders at different levels. You understand and are familiar with quantitative and qualitative research and can synthesise and draw insights from different sources.
- **Strategic mindset:** You have experience leading strategy and policy development initiatives, providing clear direction and ensuring high quality outputs and deliverables. You're comfortable working with senior stakeholders to manage expectations and bring them alongside the project journey.
- **Strong relationship building skills:** You will be comfortable working within a complex, political environment. You're able to empathise with people, building consensus towards common goals and navigating relational dynamics at different levels in the organisation.
- **Great communicator and problem-solver:** You have experience in framing a problem, understanding the different trade-offs and perspectives involved. Synthesising different types of evidence, you are able to communicate this understanding in a way that everyone can understand. You help colleagues see their services from a resident's point of view and bring insights and ideas in a way that everyone can understand.
- **Strong facilitator:** You will be great at bringing people together and facilitating group conversations, and making ideas engaging, relevant, understandable and actionable for different audiences.
- **Working flexibly to changing priorities:** You are resilient and able to adapt to changing priorities, managing your own workload accordingly

# Other important stuff...

## People management

There are no management responsibilities associated with this role

## Work environment

You'll work from our main offices, 5PS, in Kings Cross and be expected to work at least one day a week in the office

## Who you will be working with

You'll be joining the Strategy and Design team and reporting to Hugh Smith, Corporate Strategy Portfolio Lead. You'll also work closely with colleagues in Cabinet Office, Insight Learning and Impact, Supporting People Strategy, and Supporting Communities Strategy, as well as senior leaders and staff from across the organisation.

## The application process

Optional: Book a chat - to get a better sense of whether this role would be right for you, and to find out more about the work we do, we hope you'll take us up on the offer to get in touch with Hugh Smith at [hugh.smith@camden.gov.uk](mailto:hugh.smith@camden.gov.uk)

Complete a short application via the "Apply" link and make sure to respond to the four application questions below - we anonymise all applications to reduce bias in the hiring process by placing greater emphasis on candidates' relevant skills and experience.

1. Tell us about a time where you have led work (or parts of a process) to design and develop a policy or strategy.
2. In this role, you will be working with teams from a big, political organisation to make change happen on complex policy areas and issues. What do you expect some of the main challenges to be, and how will you draw on your experience to manage these?
3. What do you think are the main trends that will have an impact on local government in coming years?
4. Considering the job description and the available information, what approach would you take to setting, and then achieving, personal development goals within this role?

Interview - 1-hour interview with 3 Camden staff. We'll send you the 4-5 questions and short presentation task in advance and ensure that there's plenty of time at the interview for you to ask any questions you have at this stage in the process.

Offer and feedback - if you're successful at the interview stage, we'll contact you with the details of your job offer, along with some feedback on your performance throughout the process.

# 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](mailto:resourcing@camden.gov.uk)

