

**Job Title: Cabinet Portfolio Lead**

**Job Grade: Level 5 Zone 2**

**Salary Range: £58,184 - £67,886**

### **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.

The Cabinet Portfolio Lead role sits within the Cabinet Office team, working closely with the Leader, Cabinet Members and Strategy family and as part of Participation, Partnerships and Communications to support strategic decision making and executive leadership. The Cabinet Office lead major programmes of work with our Leader, Cabinet Members, and wider Councillor leadership that support our vision for a 21st-century council that delivers on the ambition of We Make Camden.

This role is a critical part of the leadership of the Cabinet Office team, working with senior colleagues, helping to deliver the priorities of the Leader and Cabinet in terms of the policy direction and transformation agenda for the Council. This combines policy thinking, an understanding of local government and an ability to lead teams and work across services to deliver the best policy advice, insight and support to the Leader and Cabinet.

### **About the role**

The Cabinet Portfolio Lead will have a diverse portfolio of strategy, policy and operational work, working to ensure a high level of briefing, advice, insight and support is delivered to the Leader and Cabinet Members and that the Council is engaged with political leadership and able to gain insight and advice. The post holder will work primarily with the Cabinet Office team but also across the organisation to ensure high-quality support is offered at all times to senior officers and Member leadership and that good decision-making and service delivery is facilitated through open communication.

The post holder will work with the Strategy family and as part of Participation, Partnerships and Communications, facilitating joint working to deliver cross-cutting work and supporting the delivery of corporate work with elected Member leadership. This will include collaborative working with Heads of Strategy and their teams, as well as wider leaders across the Council and within community partners.

The role will manage officers as part of the Cabinet Office Team and work as part of the leadership team of the Cabinet Office. The post holder will also work closely with services across the organisation to deliver priorities which enable the Leader and Cabinet to engage services and the wider organisation to adapt and change to deliver on the ambition of our citizens and communities.

The role will have responsibilities in shaping decision-making, governance and senior officer meetings as part of ensuring effective leadership for the Council and good working relationships between officers and members. Some of the key responsibilities of the role might include the following:

- Managing the briefing process for the Leader and Cabinet Members.
- Ensuring the smooth running of decision-making, informally and formally, in the Council and the effective dialogue between senior officers and members.
- Ensuring the Leader and Cabinet's policy priorities are communicated and driven forward in the organisation, working with corporate strategy.
- Supporting Cabinet in the development of their portfolio priorities and landing and delivering these in the organisation.
- Management of the Cabinet Office as a support for the Leader and Cabinet, including line management of the Cabinet Officers and Executive Assistant to the Leader and Deputy Leader (shared across both Cabinet Portfolio Lead roles).
- Providing real-time assistance to the Leader and Cabinet Members, ensuring meetings run smoothly, and they are briefed and supported to deliver for the Council and communities.
- Oversight of the Leader's inbox, ensuring issues and correspondence are escalated, and timely responses are given.
- Working across the Strategy Family and Partnerships, Participation and Communications to bring together support for the Cabinet and Leader and communicate with partners and stakeholders on the work of the Council.

### **About you**

You will have experience in delivering high-profile policy and strategy work within a local or central government environment.

You will have a passion for change and doing things differently, drawing on ideas and research from a range of different sectors, but you will also be able to demonstrate how these can be translated into delivery.

You will have a problem-solving, creative mindset, be able to lead complex programmes of work and create confidence and trust with elected Members, partners and citizens.

You will embrace collaboration as a fundamental part of how you work, seeking to involve colleagues from both within and outside the organisation, as well as citizens.

You will be open and transparent in your approach and up for both giving and receiving challenge.

You will be a confident decision-maker, weighing risks and trade-offs before making a call and backing yourself.

You will be passionate about creating psychological safety and be clear that this is an essential condition for teams to thrive.

**Work Environment:**

The work environment is varied. It is substantially office based – either from a council building or working from home. The role also requires you to spend time out in community or partner settings, such as schools, from time to time. And leading consultation and participation events in community settings when required. There may be evening meetings required as part of the wider responsibilities of the role.

**People Management Responsibilities:**

The size of the team is flexible in the region of 5 to 10 staff. This role will manage staff within the wider Cabinet Office.

**Relationships:**

The post holder will work autonomously and collaboratively to manage their portfolio of operational and strategic activity. The post holder's day-to-day management and personal management and development will be carried out by the Director of Participation, Partnerships and Communications.

The post holder will have lead responsibility for developing and maintaining relationships in one or more of the following areas:

- Leader and Cabinet
- Camden Management Team
- Directorate Management Teams
- Senior Leadership Group
- Leader of the Council
- Cabinet
- Other council bodies
- Elected Members

- Government departments and bodies
- Partner organisations
- Voluntary and community groups

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we support our citizens, and we'll redefine what a career can be. If that sounds good to you, we'd love to receive an application from you.

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have an active political role. For a list of all politically restricted roles at Camden, click [here](#).

### **Diversity & Inclusion**

At Camden, we value and celebrate differences 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](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 at 020 7974 6655, [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.