

# Delivery Associate

**Salary Range:** £39,336 - £44,878

**Grade:** Level 3 Zone 2

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

**Contract:** Full time/Part time/Permanent/Fixed Term/Secondment/Length of contract

**Reports to:** Head of Operations



# About the role

*The Delivery team at Camden is not just a department within Digital and Data Services. We are the people that enable teams to collaborate and achieve more than the sum of our parts. Laying the foundation on all work to succeed and give teammates the confidence to take responsibility & freedom to make decisions. We provide a framework and culture of openness that allows us to deliver work of purpose and performance against our values.*

*Delivery is responsible for the end-to-end lifecycle of the project and the collaboration of internal and external project teams. Creating transparent, on-going, relations with the Directorates to ensure trust in our expertise to deliver what is right for their business and end users.*

*The Delivery Associate is an entry-level role in delivery management. As a Delivery Associate you will assist more senior managers with project coordination, stakeholder communication, and other tasks related to the successful delivery of projects. You will focus on learning and gaining practical experience in delivery management processes and practices. Supporting the execution of delivery strategies under the guidance of more experienced team members.*

## The things you'll achieve

### **Strategic:**

- *Assist in leading the development of delivery strategies aligned with organisational objectives.*
- *Contribute to the continuous improvement of delivery practices and processes.*
- *Support the identification and mitigation of risks that may impact project delivery.*
- *Assist in fostering collaboration and alignment between delivery teams and stakeholders.*
- *Contribute to the development of plans to future-proof delivery solutions.*

### **Delivery:**

- *Support the delivery of data and digital applications, products, and services, ensuring they meet user needs and organisational goals.*
- *Assist in managing multidisciplinary teams, coordinating activities and resources to ensure successful delivery.*
- *Help create and maintain project plans, tracking progress and adjusting as necessary to meet objectives.*
- *Support the implementation of agile methodologies and practices, ensuring teams are working efficiently and effectively.*
- *Assist in identifying and resolving delivery issues and blockers to keep projects on track.*

### **Leadership:**

- *Support effective communication and collaboration across delivery teams and stakeholders.*
- *Help foster a culture of continuous improvement and learning within the delivery team.*
- *Assist in providing guidance and support to team members, helping them develop their skills and capabilities.*
- *Collaborate with other leaders to ensure alignment of delivery efforts with organisational goals and priorities.*
- *Serve as a role model for professionalism, integrity, and teamwork within the delivery team.*

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**Commercial:**

- Assist in managing project budgets and resources, ensuring effective financial management.
- Support the identification and evaluation of opportunities to improve delivery efficiency and effectiveness.
- Help negotiate contracts and agreements with external vendors and partners.
- Assist in monitoring and reporting on project financial performance, identifying areas for optimisation or cost-saving.
- Contribute to the development and implementation of commercial strategies to support delivery objectives.

## About you

- Experience supporting project coordination and stakeholder communication.
- Exposure to project management processes and practices.
- Demonstrated ability to work collaboratively within a team environment.
- Strong communication and interpersonal skills.
- Eagerness to learn and develop skills in delivery management.

## Other important stuff...

**People management**

- You will have line management responsibility for more junior members of the Delivery Team and cultivate a collaborative and results-driven team environment.
- You will lead generously, taking on the management function in your team so that the team is as effective and frictionless as it can be.
- You will coach your own and other teams to improve their ways of working, to get more productive and effective.

**Work environment**

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.

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## **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,

# 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

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