

## Role profile

# Principal Projects & Policy Officer: ED Support

<b>Title</b>	Principal Projects & Policy Officer – Executive Director Support
<b>Grade</b>	Zone 5, Level 1
<b>Directorate</b>	Supporting Communities
<b>Section</b>	Supporting Communities Strategy Team
<b>Term</b>	Permanent / as a 12–18-month secondment depending on agreement with originating team

## About the role:

This is a unique and exciting opportunity to provide direct strategic support to the Executive Director of Supporting Communities to deliver our ambitions set out in We Make Camden.

This is a high-profile role, based across the office of the Executive Director for Supporting Communities and the Supporting Communities Strategy Team, and combines responsive work as well as planning, co-ordinating or overseeing programmes and projects to bring about effective and positive change across the directorate. The role involves working with senior leaders in the directorate on policy and operational challenges with high levels of complexity or risk.

This role would be a great development or secondment opportunity for someone who wants to work more closely with council executive leadership and elected members to contribute and shape the Council's strategic priorities. The role may be of particular interest to someone who wishes to gain exposure and experience working with politicians, or have an interest in a Chief of Staff role. For example, previous post-holders have gone on to do other exciting roles such as Head of Parliamentary and Constituency Office.

## Executive Director support:

The exact day-to-day responsibilities of the postholder will change depending on the priorities of the Executive Director and the projects and initiatives being worked on, but at its core the Principal Projects & Policy Officer will support the Directorate's senior leaders with key priorities at the heart of delivering the Council's corporate strategy. Key responsibilities include:

- Providing high quality strategic support to the Executive Director, ensuring they are kept advised, informed and briefed on a wide range of issues in an ever-changing environment.

- On occasion, representing the Executive Directors and their views on a variety of policy or business critical issues as appropriate.
- Working with Executive Support Lead to provide day to day support to the Executive Director's office, including preparing materials, reports and briefings for the Executive Director, the Directorate Management Team, and elected members.
- Supporting the Executive Director to engage effectively with others by being a key point of liaison between the Executive Directors office, the Chief Executive's office and the Cabinet Office, and taking a leading role in strategically and proactively engaging with stakeholders both internal and external.
- Supporting the Directorate Management Team by helping to develop and coordinate the Directorate's performance approach, and supporting collaboration between Directors and Heads of Service in Supporting Communities Directorate.

### **Strategy and policy support:**

The role is based within the Supporting Communities Strategy Team, so in addition to supporting the Executive Director's Office, the post holder will be responsible for working on cross-cutting projects and priorities across the directorate supported by the Strategy Team, including developing strategy, policy and new initiatives, research and analysis of a range of evidence bases, 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. Key responsibilities include:

- Working in a variety of disciplines and environments across the directorate to deliver corporate and directorate priorities, including projects to support organisational change and the ongoing delivery of the Council's work.
- Make intelligent use of data, research and evidence to measure and understand outcomes, inform decision-making and shape and improve service delivery.
- Supporting cross-departmental work by planning, designing and facilitating workshops and evidence-gathering activities with relevant stakeholders

### **People management responsibilities:**

This post has no specific line management responsibilities at the time of appointment, but the postholder will be required to manage people on individual projects or programmes of work for which they're responsible.

### **About the skills and mindset you will bring to the role:**

- You don't need to have political experience to apply for this role, however you will need an interest in understanding and working with politicians. Whatever your background, you will have strong diplomacy skills and be able to build cooperative, respectful and trusting relationships with both internal and external stakeholders.

- You will be a fast learner and a self-starter with a positive attitude, able to work independently and use your initiative.
- You will be able to work flexibly and proactively in a fast-paced environment to manage priorities and maintain focus and momentum during delivery.
- You will be a strong verbal and written communicator, and in particular will bring strong report-writing skills, able to write clearly and succinctly for a number of different audiences.
- You will be able to understand complex issues, and work with both data and stakeholders to define and frame problems and opportunities.
- You will be confident analysing and synthesising different types of evidence, including gathering and interpreting qualitative and quantitative data to gain meaningful insights and help solve challenging problems.
- You will be able to define outcomes and measure impact, including working with teams to set clear, measurable objectives and using data to monitor and support continuous improvement.
- You will be able to design and facilitate workshops with a diverse range of participants, creating safe and constructive environments in order to encourage contribution, generate ideas, and form consensus around decisions and action.

## **Working at Camden**

- 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. Hire Me My Way aims to triple the number of available good quality flexible jobs to 1 million by 2020.
- As well as working with members of their relevant team, the postholder is expected to develop and maintain effective and constructive relationships with colleagues across all parts of the Council, including Council leadership and Heads of Service, as well as other organisations and partners who support the delivery of the aims and ambitions of The Way We Work Programme.
- The postholder will need to work some part of each week in the office (5 Pancras Square) as determined in regular discussions with their line manager and project

teams. The postholder will also need to engage regularly with their line manager and others to enable the work and assignments to be carried out and build relationships.

- 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](#).
- This post has no specific line management responsibilities at the time of appointment, but the postholder will be required to manage people on individual projects or programmes of work for which they're responsible and may line manage people in the future as the team and work evolves.

### **Diversity and Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we're a truly inclusive organisation that encourages diversity in all respects. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to help us make a real difference to our residents so that equity, inclusion, and justice remains at the heart of everything we do.

To discover more about Camden and our commitment towards diversity, equality and safeguarding, please visit [our recruitment website](#).

### **Asking for Adjustments**

Camden is committed to making our recruitment practices and as accessible as we possibly can for everyone. This includes adjusting or changing the process 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, 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.