

## Role profile

# Senior Projects & Policy Officer

<b>Title</b>	Senior Projects & Policy Officer
<b>Grade</b>	Zone 4, Level 2
<b>Directorate</b>	Supporting Communities
<b>Section</b>	Supporting Communities Strategy Team
<b>Term</b>	Permanent

### A note about the recruitment process

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 want our recruitment process to be as inclusive and as accessible as possible and we particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities. We recognise that requires us to be as flexible as we can whilst also preserving the integrity of a fair and transparent process. We therefore encourage you to let us know how we can make the recruitment process safer and more comfortable for you.

Similarly, we appreciate that people's individual skills and experience may not neatly map to a particular role profile and encourage applications from other professions, so if you have questions about the role, Camden as a whole, would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, or would like to discuss alternative ways to showcase your interest and expertise, then please [attend one of our open events](#) [\[for external\]](#) or get in touch with [NAME & EMAIL](#)

### About Camden

Camden is building somewhere everyone can thrive by making our borough the best place to live, work, study, and visit. We're not just home to the UK's fastest-growing economy — we're focused on creating a borough in which everyone can live a good life and nobody gets left behind.

We have [a clear vision](#) - to organise the right people and skills around challenges ([like our missions](#)) to deliver the best outcomes for Camden residents and renewal after the pandemic.

Camden has a proud, rebellious spirit that throughout its history has seen communities come together to tackle problems and bring about real social change. We're willing to be bold and try new things in the process. But don't just take our word for it - you can read about [some of the different people working in the Council](#).

## **About the role**

We're looking for an enthusiastic and empathetic Senior Policy and Projects Officer based within the Supporting Communities Strategy Team to support strategy and policy development, service improvement and transformation in key areas of work across the Supporting Communities Directorate and wider organisation.

The Supporting Communities directorate encompasses the whole range of services that are about nourishing Camden borough as a place to live, work and thrive. That includes providing housing for people who need it most; encouraging businesses to grow and young people to get the jobs they want; and maintaining the parks, amenities, and built environment our residents and visitors deserve. In the Supporting Communities Strategy Team, our mission is to empower residents and devolve authority to our frontline staff, forging new, collaborative ways of working together.

As a Senior Policy and Projects Officer, you will support strategy work with high levels of complexity, use data and insight to inform decision making, and help us to realise 'We Make Camden', our vision for the borough.

This will include working on key cross-cutting projects such as developing and implementing our place-based Neighbourhoods approach, working with multidisciplinary teams, partners and residents to design and deliver new ways of working, and supporting frontline staff to adopt change.

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

You don't need to have held a role in a Local Government Strategy or Policy team before in order to apply for this role – you may have experience designing and implementing strategy or have worked in a consultancy or in-house strategy team; or you may have experience supporting change or transformation programmes, or engaging staff and service users in developing and testing new initiatives. Whatever your background, you will have a strong track record of working innovatively and strategically across complex problems, and taking collaborative, people-centred approaches to delivering change.

Alongside this, some of the other skills and behaviours we value are:

### **Problem solving and analysis**

- Able to conduct high quality analysis to define and frame problems and opportunities, clearly conceptualise information and produce actionable recommendations.
- Making intelligent use of data, research and evidence to measure outcomes, inform decision-making and shape and improve service delivery.

### **Communication and storytelling**

- Excellent written and verbal communication skills, able to develop clear, concise and compelling reports and slide decks to a range of audiences at different levels of seniority and subject knowledge.

## **Engaging and involving stakeholders**

- Confident working with a range of stakeholders, working with colleagues to make connections and maintaining relationships to support the delivery of the projects and initiatives you work on.
- Designing and facilitating engaging workshops and evidence-gathering activities with a diverse range of participants, including residents and community partners.

## **Managing projects and programmes**

- Experience of working on projects as part of a multidisciplinary team, owning discrete elements and outputs and delivering them collaboratively, and contributing to updates and discussions with senior stakeholders to manage expectations and bring them alongside the project journey.
- A positive and proactive attitude, the use of initiative, and the ability to work iteratively and adapt to changes whilst maintaining momentum during project delivery.

## **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.
- Day-to-day, the post holder will be line managed by the Portfolio Lead in Supporting Communities. The post holder will also actively develop relationships with colleagues across the rest of the Supporting Communities Strategy team and wider Strategy Family.
- 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.
- 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.

- 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](#).