

JOB PROFILE

Job Title: Project Support Officer 6 months fixed term (Adult Social Care Transformation)
Job Grade: Level 3, Zone 2
Salary Range: £40,911 - £46,453

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.

About the role

This is an important role to provide support to the successful delivery of a number of change projects in the Adult Social Care Transformation Programme.

The project support officer will support and work with a small team of project managers in their work driving the planning and supporting the delivery of a range of complex and varied adult social care transformation projects. This will involve working on a number of different projects to ensure that they are planned, managed monitored and reported efficiently. There may be opportunities for the role to take ownership of workstreams or areas of responsibility over time and to lead project management for less complex and low risk project and strategic work, with supervision from the Senior Project Manager or Programme Lead.

To achieve this the role holder is expected to develop and maintain relationships across the organisation, with partner organisations and customers as dictated by the projects, roles and tasks that they will be carrying out. The post holder will also actively seek to make effective relationships with the wider Adult Social Care Project Management Team, colleagues across the Adult Social Care including senior officers and Members and the Strategy and Governance family. The post holder will need to advise, influence and support senior officers and Members on specific projects or initiatives.

Example outcomes or objectives this role will deliver include:

- Support can be delivered flexibly to projects across the programme and prioritised to where it is more needed.
- Project governance is well planned and organised efficiently supporting and enabling a culture of strong collaborative working
- Project Managers have access to good project information management arrangements which enable projects to monitor and report progress, risks and issues to the programme board and key stakeholders.
- Projects are evidence-based and realise their key benefits
- Support for project administrative tasks is available where required and appropriate

About you

The post holder will have an understanding of local government and some understanding of the project management cycle and project management methodologies.

They will have experience of supporting services or teams in day-to-day delivery and/or delivery of change or improvement projects and risk management. You should have a proven work ethic, be committed to working to improve outcomes for residents and be able to use your initiative as well as work as part of a team. You will be excited by the prospect of delivering transformation and have experience of working proactively in a team to develop and implement better and more efficient ways of working. You will be able to manage a complex and demanding workload supporting work across a number of projects.

You will need to be able to understand, interpret and summarise or present a range of information and data, have good attention to detail as well as be able to deal with a range of complex and contentious matters whilst maintaining effective working relationships.

You will be a good communicator – in both verbal and written form - and be able to liaise with and build relationships with internal and external stakeholders of varying seniority including senior officers and members.

Work environment

The post holder may be required to work with a variety of teams and workplaces.

People management responsibilities

The post has no line management responsibilities.

Relationships

The role sits in the ASC Transformation Programme and Project Management team within the Supporting People Strategy Team, line managed by the Senior Project Manager. The post holder will be largely self-managing with personnel management and professional development carried out within the Strategy Team. Their day-to-day direction and management while working on projects will be by the Project Manager or relevant head of service or service/business lead within Adult Social Care and/or Integrated Commissioning for the projects they are supporting.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

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

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.

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). 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 on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,