

Job Title: Project Officer

Job Grade:L3Z2

Salary Range £40,911 - £46,453

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The post will be working in Parking Operations where you will assist the Project Team in transforming the way we run our services, making them more customer focussed whilst balancing the Council's statutory responsibility to ensure road safety within the borough through parking and moving traffic enforcement; supporting key objectives for cleaner air within the borough and the Camden Transport Strategy that encourages a modal shift to healthier forms of travel such as walking and cycling.

You will support the delivery of a range of complex projects. This will include reviewing and developing the services' policies and procedures; the buying and selling of services that support Parking Operations; and reviewing and implementing innovations that can better support our service users as well as the broader Council.

You will gain an in depth understanding of how a parking service is managed within a local authority setting. You will engage with a variety of stakeholders from residents, businesses, councillors, suppliers and other parking authorities and agencies. You will work closely with teams across the service and other services within the Council, suppliers and other external organisation.

Example outcomes or objectives that this role will deliver:

- Contributing to all project management documentation required including:
 - Drafting Business Cases
 - updating risk registers
 - updating project & programme plans
 - managing task lists
 - Closure reports and Lessons Learnt documentation
 - Benefits Realisation.

- Communicating with stakeholders including:

- Producing updates and highlight reports
 - facilitating and chairing meetings with internal and external attendees.
- In order to support decision making the role also involves research and benchmarking for projects including interpretation and collation of the findings.

People Management Responsibilities:

While there is no direct line management responsibility, the post holder will be expected to allocate, track and manage tasks across staff at various levels of the organisation inclusive of external providers to successfully deliver service wide projects.

Relationships;

Key relationships for the postholder will be:

- Parking Operations Programme Manager
- Parking Operations Project Managers

In addition, the postholder must have good working relationship across a range of internal and external stakeholders.

Work Environment

The post-holder will be required to work in an agile way in-line with Camden's flexible working environment, adjusting their own and others' workloads to meet individual work targets and the priority demands of the team. They will be required to work as part of a team in a busy and demanding environment in which multi-tasking and organisation may be required to complete tasks. There may be a requirement to work outside normal office hours and attend evening meetings.

Technical Knowledge and Experience:

- ability to work on own initiative, managing conflicting and changing priorities, meet deadlines, targets and agreed work standards
- ability to prioritise effectively while having an understanding of conflicting pressures
- ability to work effectively as a member of a team and develop positive working relationships with other staff across the Directorate and council at various levels
- ability to identify, assess and report on project risk and issues.
- influencing skills, a persuasive credible individual who can build rapport with staff at all levels
- excellent communication skills. Comfortable sharing information in a clear and concise manner both verbally and in writing; ability to tailor communication to specific audiences

- excellent report writing and checking skills. Able to express information in a clear and concise manner with good attention to detail
- intermediate experience of MS Excel
- familiarity with MS Office software including Outlook, PowerPoint, and Word
- desirable: experience and understanding of statutory parking processes and transport policies
- desirable: experience using Microsoft Project online or similar
- desirable: Project Management qualification

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,

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