

Cabinet Support Officer

Salary Range: £40,911 - £46,453

Grade: Level 3 Zone 2

**Location: Town Hall Judd Street and 5 Pancras
Square**

Reports to: Cabinet Portfolio Lead



About the role

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 the UK's fast-growing economy. We're home to the most important conversations happening today. We are making radical social change a reality so that nobody gets left behind. Here's where you can shape and influence a better future for us all.

Role Purpose:

To provide high level and high-quality executive and policy support to the Council's Cabinet Members.

Relationships:

The post holder will work closely with the Cabinet Office, Cabinet Members, wider elected Members, Members Support, Council Senior Officers and the Council's wider communications and policy teams, alongside the services relevant to the Cabinet Members' portfolios.

About you

- Taking lead responsibility for ensuring the smooth running of Cabinet Members' diaries ensuring time is used to the best effect.
- Ensuring careful forward planning so that Cabinet Members can effectively discharge their duties. Including drafting briefings and reports, preparing speeches and collating papers for meetings.
- Support effective operation of high-profile meetings, including agenda planning, distribution of papers, minute taking and action logging.
- Using good judgement and policy knowledge to ensure that appropriate and relevant policy issues and their linkages are highlighted promptly to Cabinet Members and the Cabinet Office.
- Providing flexible administrative and policy support to the Cabinet Office in order to deliver Camden's priorities and support effective decision-making and engagement with citizens and stakeholders.
- Taking a lead on project and policy work, alongside Cabinet Office colleagues.
- Provide effective and efficient high-level support in the management of correspondence, including inbox management, acting on emails as necessary and, using a high level of judgement, deciding on appropriate actions. Draft and review substantive responses ensuring that these are of high quality.
- Maintain a clear oversight of the Cabinet Members' diary to ensure that a high level of proactivity and judgement is used in prioritising the Cabinet Members' time.
- Maintain political awareness, sensitivity, confidentiality and discretion when undertaking the role and ensure extremely high levels of customer service are delivered.
- Build relationships with the organisation and proactively work with others across the organisation to request information, commission briefings and follow through to ensure they are delivered and are in an appropriate format.

The things you'll achieve

Technical Knowledge and Experience:

High-level understanding of office-based systems and processes, including executive diary management and forward planning.

Current knowledge and understanding of the national and local political environment.

Good knowledge and understanding of the roles and functions of local government.

Experience of working in a fast-paced, high profile support environment, providing executive support

You have

- Excellent organisation skills and the ability to work autonomously and effectively multi-task and respond to changing priorities.
- High levels of initiative commissioning work from others and the ability to follow through actions to ensure that progress is made and others keep to deadlines.
- Excellent working knowledge of Microsoft Office programmes (Word, Excel and PowerPoint) and the ability to quickly learn and adapt to changing use of IT to support changes in ways of working.
- Ability to read, understand and summarise policies for Cabinet Member(s).
- Ability to communicate effectively, negotiating and influencing with a wide range of stakeholders, whilst showing a high level of diplomacy and confidentiality in the provision of excellent customer care. Adapt style according to the audience and the needs of others.
- Ability to work flexibly, balancing competing priorities of self and others, to ensure that deadlines are met whilst understanding the needs, timescales and deadlines of others, enabling the delivery of organisational objectives.
- Ability to work under pressure, whilst maintaining strong attention to detail, and proactively use their initiative to make informed decisions and considered judgements.

Other important information...

People management

There are no formal line management responsibilities in this role however you are encouraged to take on mentoring of apprentices and work-experience students.

Work environment

This a hybrid role, you'll work from our main offices, Town Hall on Judd Street and 5 Pancras Square, in Kings Cross and be expected to work at least two days a week in the office.

Who you will be working with

You'll be joining a wonderful team of Cabinet Officers and reporting to Charlotte Akinola and Molly Critchley, Cabinet Office Lead Officers. You'll work closely with the Cabinet Office, Cabinet Members, wider elected Members, Members Support, Council Senior Officers and the Council's wider communications and policy teams, alongside the services relevant to the Cabinet Members' portfolios.

The application process

After a sift of submitted applications, successful applicants will be invited to a written test and panel interview with Cabinet Office leads.

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

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.

Asking for Adjustments

Camden is committed to making our recruitment practices 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

