**Job profile:** Principal Policy and Projects Officer

**This job profile for** Principal Policy and Projects Officer **is for guidance and must be used in conjunction with the Job Capsule for Corporate Services, Strategy, Policy and Governance level 5**

**Job Family:** Strategy, Policy and Governance

**Job Zone:** Level 5

**Salary Level:** Zone 1

**Camden Way Category:** 5

**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:**

* To lead strategy, policy, improvement and transformation in key areas of work across the organisation – including driving and supporting the cross-cutting council-wide outcomes approach
* To lead on work with high levels of complexity or risk – including a range of projects to bring about effective and positive change across the organisation
* To work in a variety of disciplines and environments across the whole organisation to deliver corporate and directorate priorities
* To make intelligent use of data and research to measure and understand outcomes, inform decision-making and shape and improve service delivery.

**Example outcomes or objectives that this role will deliver:**

The post holder will work flexibly to deliver the purpose above. Key outcomes will include:

* Development of innovative and effective policies and strategies to achieve key corporate priorities and outcomes
* Successful engagement with the political and senior leadership of the organisation, as well as residents and partners as appropriate.
* Significant contribution to evidence-based policy making through effective use of research and intelligent use of data and information.
* Lead on aspects of organisational change, including management of transformation programmes.

**People Management Responsibilities:**

This post has no specific line management responsibilities but the post holder will be required to manage staff and resource on individual projects or programmes of work for which they are responsible.

**Relationships:**

The post holder will be largely self-managing with personal management and development carried out within the service.

The post holder will be expected to develop and maintain relationships at senior levels across the organisation, with elected members as appropriate, partner organisations, government departments and customers as dictated by the projects, roles and tasks they will be carrying out.  The post holder will also actively seek to make effective relationships with colleagues across the Strategy and Governance family.

**Work Environment:**

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

**Technical Knowledge and Experience:**

The post holder would be expected to have substantial experience of working in one or more of these areas and the ability to gain an understanding and knowledge of a number of others:

* Experience and understanding of local government
* Strong communication and report writing skills
* Ability to analyse and understand a range of information and data
* Proven work ethic and initiative
* Ability to effectively use a wide evidence base to solve challenging problems
* Innovation and future thinking
* Engagement
* Strategic and financial planning, development, implementation and monitoring
* Data, research, performance management and monitoring – ability to handle large datasets
* Support for inspection
* Project and risk management
* Service review and redesign
* Ability to write clearly and succinctly for a number of different audiences
* Experience of session facilitation

**Qualifications**

* Qualification in a recognised project management or improvement discipline or experience commensurate with the requirements of this post

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

**Camden way specific to this role**

* Deliver for the people of Camden: Work as one team: Work collaboratively and supportively with colleagues within Strategy and Change and other services, taking a flexible and transparent approach to meeting required outcomes.
* Take pride in getting it right: Align projects with Camden key strategies and work with colleagues to set clear measures of success. Take a proactive approach to forward planning to deliver required outcomes. Be rigorous and relentless in the approach to delivery of goals.
* Find better ways: Set and deliver challenging goals, explore and test innovative approaches and take a flexible and can-do approach to meeting required outcomes.
* Take personal responsibility: Showcase leadership behaviours and demonstrate self-management, taking proactive responsibility for delivering goals and understanding the strategic context of the organisation.

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure**