**Job Profile:** Policy and Projects Officer

**This job profile for** Strategy and Change Officer **is for guidance and must be used in conjunction with the Job Capsule for Corporate Services, Strategy Policy and Governance level 3**

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

**Job Zone:** Level 3

**Salary Level:** Zone 1

**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 support the delivery of a range of project, strategy, policy, improvement and change work to bring about effective and positive change across the organisation
* To work in a variety of disciplines and environments to deliver corporate and directorate priorities

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

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

* Providing flexible project and strategy support to the service, in order to deliver corporate priorities
* Leading on less complex and low risk project and strategic work, with supervision from Senior and Principal Strategy and Change Officers
* Working effectively with colleagues at all levels across the organisation, as well as residents and partners as appropriate
* Contribution to evidence-based policy making through research and use of data
* Support effective performance management and reporting
* Support organisational change, including service review and redesign as required
* Assist the service with administrative tasks where required and appropriate

**People Management Responsibilities:**

The post holder will not have any people management or line management responsibilities.

**Relationships:**

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

The post 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 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 is expected to have some level of experience of working in one or more of these areas, and the ability to gain an understanding and knowledge of a number of others: 48

* Strong communication skills
* Ability to understand and interpret a range of information and data
* Proven work ethic and initiative
* Ability to use evidence to solve challenging problems
* Innovation
* Engagement
* Service review and redesign
* Demonstrable experience of having supported project delivery and risk management
* Proven ability to deal with a range of complex and contentious matters whilst maintaining effective working relationships
* An understanding of local government

**Qualifications**

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

**Camden’s 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 that links the Camden Plan, the Camden Way and the Financial Strategy.

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

For further information on the Camden Way please visit:

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

For this role, the expectation is that the candidate delivers examples set out against **Category 3** of the Camden Way.