**Job Profile Information: Digital Programme Officer**

**This supplementary information for Digital Programme Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Zone 2, Level 3, Camden Way Category 3.**

**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 implementation of projects across the Smarter Working Programme. Overseeing project documentation, meetings, agendas, minutes and actions. Supporting the engagement work to drive a new organisational culture in line with the delivery of our digital systems and business process change. Being organised, adaptable and responsible with a flexible and agile mind-set, will support the implementation of digital projects as needed.

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

* This is a new and developing area of work within the Council. The post holder will need to be creative in how they approach the job, encouraging and supporting stakeholders to explore and implement creative and innovative ways of working that will enhance the Camden Ways of working and embed it as a way of working adopted throughout the Council.
* The post holder will co-ordinate and support activities as part of our varied digital projects, in particular the new HR/Finance system, Office 365 and Paperless Post.
* The post holder will be required to use his/her own initiative and be able to work autonomously to map/understand the needs of and secure buy-in to our digital strategy from different services and key stakeholders.
* The post holder must be proactive, organised, driven and have a good attention to detail. They must be responsible and able to hold themselves and other to account appropriately.
* Work collaboratively with other digital projects and staff from across the organisation to deliver joined-up/bottom up solutions e.g. Digital workspace.
* Promote and support achievement of digital literacy amongst staff, which will include skills mapping needed for new ways of working and support the development of integrated programme of support.
* Planning, management and facilitation of workshops and other engagement events.

**People Management Responsibilities:**

* There is no direct line management responsibility; however the post holder will be required to influence and advise officers across the Council and to closely monitor progress towards meeting set objectives.
* The post holder will be expected to work autonomously and proactively.

**Relationships;**

* Relationships will need to be built with key clients, e.g. management teams, heads of service and staff.
* Relationships will need to be built with key support services (e.g. HR, ICT, Comms, Strategy and Change)
* There will be interaction with other organisations as well as with external partners selected to work with us. (e.g. System implementation partners Evosys and Oracle)

**Work Environment:**

* The team is based at 5 Pancras Square and the Crowndale Centre in Mornington Crescent. The post-holder will also need to spend time at other council offices across the borough in the course of their work.
* The post-holder will be required to work in an ‘agile’ way in line with Camden’s paperless and flexible work environment.

**Technical Knowledge and Experience:**

* Experience of working projects in a support role.
* An understanding of the digital strategy and an interest in digital solutions.
* Confident facilitator of face to face / online events.
* Demonstrate excellent organisational skills and show a strong eye for detail, accuracy & precision.
* Ability to understand, analyse and assess complex information with first class report writing, communication and presentation skills including an ability to influence, listen and negotiate effectively.
* Ability to work closely with and establish positive relationships with stakeholders.

 **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

For further information on the Camden Way please visit:

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