**Job Profile Information: Cabinet Policy Officer**

**This supplementary information for *[****insert job title***] is for guidance and must be used in conjunction with the Job Capsule for**

**Job Zone ……2…………. Level………4…… Camden Way Category ……………4………………………**

**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:**

This is a key role at the heart of Camden council. The Cabinet Policy Officer is central to ensuring the delivery of the administration’s agenda in one of local government’s most innovative councils.

The post-holder works proactively as part of a small team, which includes; Executive Assistant to the Leader, Executive Assistant to the Deputy Leader and reports to the Head of the Cabinet Office. Together the team works with officers across Camden council to ensure that the Leader, Deputy Leader and Cabinet are able to effectively discharge their duties and provide leadership to the authority and Camden.

The post holder must be confident and experienced in policy development, the analysis of complex data, and development of briefings. Experience of working in a public sector policy environment and a good understanding of the workings of central and local government is desirable. Their main responsibility will be to ensure that the Leader and Deputy Leader have access to appropriate policy advice and briefing to carry out their duties effectively.

Camden council has an ambitious agenda to work alongside citizens to develop innovative policy approaches to tackle inequality in our borough and this role is an important part of delivering this.

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

* Monitor Government announcements and developments in Parliament, the London Assembly and other political forums in order to provide high quality and timely support and advice to the Leader, Deputy Leader and Cabinet members.
* Carry out high quality research in order to develop a policy and strategic agenda that delivers outcomes for Camden residents.
* Develop and nurture relationships with key agencies, government departments and think tanks to ensure the Council is at the forefront of public policy making.
* Play a key role in ensuring that the office runs smoothly so as to enable the Leader and Deputy leader to make the most effective use of their time in delivering their priorities, including but not exclusively: sourcing briefing and speaking notes, drafting and reviewing written material, and proactively seeking opportunities to advance the Administration’s agenda.
* Develop and maintain effective relationships with key stakeholders including senior officers, and external partners to draft high quality letters to government departments, GLA, and responses to key regional and national government consultations.
* Liaise closely with the Leader’s Executive Assistant to shape the forward plan of meetings and other commitments in line with the Leader’s policy priorities, and as above ensure high quality briefings and other materials are sourced in a timely manner in order to shape the agenda.
* Accompany the Leader and Deputy Leader to meetings and engagements as appropriate and ensuring follow up as necessary.
* Other reasonable duties required to support the Leader, Deputy Leader and Cabinet.

**People Management Responsibilities:**

None

**Relationships:**

The post holder will operate and maintain effective working relationships within a complex and, at times highly sensitive and political framework and confidentiality and discretion must be observed at all times. The post requires a high degree of political astuteness and involves daily contact with the Leader and senior councillors, chief officers and key outside bodies.

While remaining politically neutral at all time, the post holder will need to demonstrate political sensitivity and the ability to work effectively with all councillors.

The post holder will need to be able to deal confidently with partners at a senior level, in particular the voluntary and community sector, police, health etc.

**Regular Contacts:**

* Leader and Deputy Leader, Cabinet Members and elected Members
* Chief and Senior officers of the Council
* Communications Service and Public Affairs Officer
* Government Ministers, MPs, Peers and MEPs
* GLA members and officers
* Residents of the borough and members of the public

The post holder must maintain a wide-ranging awareness on topical and sensitive issues, which are a priority for the Leadership and Executive’s attention, and an awareness of issues affecting Local Government

The post holder must be able to deal with pressures that can be encountered when working in such an environment.

**Work Environment:**

This post forms part of a team which provides a high quality support service to Camden’s Cabinet councillors; work is subject to deadlines involving frequently changing circumstance and conflicting priorities. It is important that the post holder is able to work flexibly and adapt to changes in tasks and deliver to strict deadlines, often working with one’s own initiative.

The post holder will work within a complex and highly sensitive framework and confidentiality and discretion must be observed at all times, with a good understanding of relationship management.

Occasional evening and weekend working may be required. Flexibility of approach, including willingness to work outside of normal working hours if required as appropriate to the grade (time off in lieu or flexi will be available).

**Technical Knowledge and Experience:**

* Education to degree level is usually required for these posts but the knowledge, skills and experience set out below are more important than specific qualifications.
* Up-to-date understanding of the public policy agenda and current issues affecting local government
* Sound knowledge of Camden’s’ Corporate priorities
* Detailed understanding of the role and functions of local government
* Attention to detail and ability to multi-task essential with a proven record of being a starter - finisher.
* Effective written and oral communications skills and proven ability to present complex information in appropriate and accessible ways
* Strong time management and ability to work at pace in a fast changing environment
* Linked to the above, personal resilience
* Political astuteness and a good understanding of the complexities of the relationship between officers and elected members. Able to handle politically sensitive information and situations with diplomacy, tact and the highest degree of confidentiality
* Collaborative approach demonstrating mutual trust and support within the council and with partners
* Able to work as part of a team and to build and maintain effective working relationships at all levels and with a wide range of individuals and agencies;
* Able to exercise sound judgment and act with minimal supervision
* Able to take responsibility for own work consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities;
* IT literate and experienced in use of computer software
* Strong analytical skills and the ability to carry out and understand research

**Relevant Experience:**

* Managing competing demands, prioritising workloads and responding flexibly to changing needs and priorities
* Analysing complex and sensitive policy problems and projects, evaluating options and developing workable proposals
* High degree of political sensitivity and experience of working closely with councillors, the wider community and other external partners
* In-depth policy development in the public sector
* Developing and sustaining good working relationships in complex environments at all levels with a wide range of individuals and agencies

**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>