

Job Profile Information: Project Officer - Practice and Innovation Projects

This supplementary information for *Project Officer – Practice and Innovation Projects* is for guidance and must be used in conjunction with the Job Capsule for Level 4 Zone 1

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:

The Project Officer – Practice and Innovation projects role will be instrumental to the team delivering projects that will support the development and sharing of children's social work practice within Camden and at a national level. This will include working collaboratively with front line services in Camden, key external partners, other local authorities and the Department of Education. The post-holder will be responsible for the organisation and efficient delivery of a number of workstreams across multiple projects.

Example outcomes or objectives that this role will deliver:

- Working closely with managers, frontline practitioners and partners to implement projects and programmes related to internal practice improvement, innovation and dissemination of best practice to other local authorities
- Provide project management support to project leads and senior managers across CSSW by reporting on project progress, identifying risks and ensuring that key outcomes and objectives are delivered on time and to plan.
- Plan and support events and workshops to share best practice
- Assist senior managers with the delivery of bespoke training programmes
- Supporting performance and risk monitoring on various projects
- Specific project management work including but not limited to leading on the following areas:
 - Partners in Practice programme
 - Right Balance for Families
 - Lifelong Links
 - Family Group Conferencing
 - Camden Model of Social Work
- Other project management as required by the practice and innovation projects lead

People Management Responsibilities:

Some people management responsibilities may be required at times for temporary resource. Full management of these staff members will be required such as providing supervision, instruction, performance management etc.

The role will be expected to provide short briefing and training sessions to staff at all levels.

The post holder will be required to deputise for other members of the team as required.

Relationships:

Working with senior managers and other decision makers in the London Borough of Camden. The post holder will need to build relationships with a number of external stakeholders at partners and other local authorities.

Work Environment:

Agile working approach based at 5 Pancras Square with visits to other locations as required.

Technical Knowledge and Experience:

- Experience of working in partnership and with multiple stakeholders
- Good understanding of children's services or experience of working with families
- Excellent customer care skills
- Ability to work sensitively and with tact in difficult situations and to escalate issues when necessary
- Able to work on own initiative on small projects
- Ability to plan and prioritise work to manage conflicting priorities, meet delivery deadlines, targets and agreed work standards, with minimum supervision or direction from management
- The ability to collate data, financial and other information and present it so that it can be scrutinised by senior managers to identify key trends and inform key projects and work activity
- Experience of working on projects
- Excellent ICT knowledge :Advanced PowerPoint and Word & Excel

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 by clicking [HERE](#)