

Job Profile Information: Project Officer (Adult Social Care Transformation Programme)

This job profile for Project Officer (Adult Social Care Transformation Programme) is for guidance and must be used in conjunction with the Job Capsule for Strategy Policy and Governance at Job Level 3 Zone 1

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 planning and delivery of a range of projects, improvement and change work to bring about effective and positive change across Adult Social Care.

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 support to the adult social care Programme Management Office (PMO) and project leads in order to deliver and monitor adult social care change projects that implement the vision and strategic objectives in the strategic plan 'Supporting People, Connecting Communities'
- Leading on less complex and low risk project work, with supervision from the Programme Manager or project lead.
- Working effectively with colleagues at all levels across the organisation, as well as residents and partners as appropriate
- Contribution to evidence-based project scoping, implementation and benefits tracking through use of data
- Support organisational change, including service review and redesign as required
- Assist the adult social care programme and/or projects within it 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 personnel management and professional development carried out within the Strategy & Change service. The post holder will be line managed by the Programme Manager for the Adult Social Care Transformation Programme.

Their day-to-day direction and management of their work (supporting projects) will be by the relevant project/business lead or project manager within Adult Social Care and/or Integrated Commissioning for the projects they are supporting.

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 Adult Social Care, Integrated Commissioning and 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:

- Qualification in a recognised project management or improvement discipline or experience commensurate with the requirements of this post
- Strong communication skills both written and verbal
- Ability to understand and interpret a range of information and data
- Proven work ethic, initiative and attention to detail
- Ability to use evidence to solve challenging problems
- Experience of 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

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 by clicking [HERE](#)