**Job Profile Information: CIP Programme Officer**

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

**Strategy, Policy and Governance, Job Level: 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 post holder will co-ordinate and support the development, delivery and programme management of the Community Investment Programme (CIP). The role will involve supporting the team as required on managing and reporting programme information and supporting governance processes and procedures. This job is responsible for managing and updating large amounts of information on the CIP, which will be used in a variety of communications to inform colleagues and Councillors of the progress of projects in the CIP. You will be expected to proactively use Council wide resources to ensure CIP information is correct and up to date, and be able to provide data on a wide variety of projects often in short time scales.

The post holder will be responsible for liaising with all parts of the Council and key partners/stakeholders (relevant to CIP) to ensure buy-in, sign up and support for delivering the vision and interventions associated with the programme.

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

CIP is making a significant contribution to Our Camden Plan. We are investing in our communities to promote sustainable neighbourhoods, generate economic growth and tackle inequality, whilst achieving value for money for Camden taxpayers and demonstrating the Council’s democratic and strategic leadership in helping to tackle some of Camden’s biggest challenges.

Key outcomes/ objectives of the role include:

* Support the co-ordination and decision making of a wide range of strategic projects that are directly associated with the Council’s Community Investment Programme (CIP).
* Manage a large portfolio of data and information on projects within the CIP on different ICT systems, proactively collating and updating information on a regular basis for use in reports to Senior Management and Councillors.
* Work with colleagues to review and improve existing data and how it is collated, stored and made available to colleagues.
* Provide regular updates on all projects in the CIP to internal and external stakeholders.
* Analyse a range of reports, data and financial information to produce clear reports that will inform senior officers and Members’ decision making.
* Work to competing deadlines and respond to management, Councillors and residents’ requests for information on CIP in a timely manner.
* Support communication of information and news stories about CIP to residents and stakeholders through the website, newsletters, the Council Magazine and responsive press work.

**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 financial progress towards meeting both annual and medium-term CIP targets.

**Relationships;**

The post holder will work with a range of professionals and internal / external partners including:

* Other Council services including Regeneration and Development, Asset Strategy and Valuation, School Property Contracts Team, Placeshaping, Finance and Communications
* External partners including consultants and contractors

**Work Environment:**

The post holder will mainly be based in 5 Pancras Square. Occasional weekend working may be required.

**Technical Knowledge and Experience:**

Essential

* Exemplary record keeping and organisation skills. Excellent time management skills and the ability to manage multiple tasks and respond to competing and challenging deadlines.
* Good communication skills, including an ability to influence listen and negotiate effectively.
* Experience of writing reports and presentations for different audiences, including the ability to write clear, concise prose for use in external communications.
* Numeracy skills and the ability to understand and analyse complicated data sets and produce meaningful information from this.
* Ability to work closely with and establish positive relationships with stakeholders, external agencies, businesses, community groups, development professionals and individuals as necessary.
* Experience of using different ICT packages to a proficient level including MS Excel, MS Word, and SharePoint
* Ability to prioritise the delivery of a number of key projects and be able to work independently as well as with the established team.

Desirable

* Knowledge of regeneration policies and projects, preferably within a local government context

**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/>

**Chart Structure**

This post reports to the Head of Community Investment and Regeneration Team.