

## **Job Profile Information: Project Officer - Prevention and Wellbeing**

**This supplementary information for Project Officer - Prevention and Wellbeing is for guidance and must be used in conjunction with the Job Capsule for Job 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 - Prevention & Wellbeing role will be instrumental in leading on projects that will support the development and delivery of agreed activities that contribute to the delivery of ASC strategy – including supporting the service in relation to its transformation plans. This may include joint initiatives with key partners. Service development activities will in particular be those linked to Prevention and Wellbeing (but not exclusively) ensuring that initiatives are informed by research, best practice and innovation. The role requires working collaboratively with front-line services, strategic integrated commissioning, and key partners to ensure that Adult social care services support national, regional and Camden priorities, as well as meeting the needs of Camden residents.

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

- Working closely with commissioners, frontline practitioners and Camden Clinical Commissioning Group to lead on and implement projects and programmes related to the ASC transformation programme, the Local Care Strategy and other areas.
- Provide project management support to delivery leads and senior managers across ASC by leading on designated programmes, managing key interdependencies, identifying risks and ensuring that key outcomes and objectives are delivered on time and to plan.
- Lead on the development of guidance and procedures including ongoing development of the online ASC Practice Guide
- Within the context of the role be responsible for keeping abreast of best practice, national policy developments to inform plans – to enable Camden to be at the forefront of modern service design.
- Supporting integrated commissioning to provide performance and risk monitoring of the Better Care Programme where required.

Specific project management work including but not limited to leading on the following areas:

- Developing ASC information and advice offer including updating the Camden Care Choices website
- Carer personal budgets
- promoting independent advocacy
- the Resource Allocation System (RAS)
- Family Group Conferencing

Project managing key transformation workstreams including the development and implementation of:

- The new model of social care
- The ASC 'front door' and universal offer
- ASC digital workstream
- Other project management as required by the Head of Transformation and Performance

### **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 the Prevention and Wellbeing Service Manager as required.

### **Relationships:**

Working with senior managers and other decision makers in the London Borough of Camden, including the presentation of reports to senior management and elected members. The post holder will need to build relationships with a number of external stakeholders in health and the voluntary sector including senior level management in these areas.

### **Work Environment:**

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

## Technical Knowledge and Experience:

- High degree of political sensitivity and experience of working with stakeholders, the wider community, the NHS and other external partners
- Good understanding of the national and local drivers for Adult Social Care and health
- Excellent customer care services with an understanding of diversity principles within a customer care context
- Ability to work sensitively and with tact in difficult or contentious situations – including as part of the change programme in ASC.
- Able to work on own initiative with imagination and creativity to deliver difficult outcomes/targets
- 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
- Experience of providing specialist informed advice to senior managers and other decision makers, including presentation of reports
- The ability to intelligently interrogate data and financial information to identify key trends and use data to inform key projects and work activity
- Experience of report writing and development of formal procedures and guidance
- Experience of project management and leading health and social care projects
- Excellent ICT knowledge :Advanced PowerPoint and Word, Intermediate 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 waysTake personal responsibility

For further information on the Camden please visit by clicking [HERE](#)

**Structure Chart**

