**­­Job Profile Information: Principal Policy and Projects Officer**

**This supplementary information for Senior Policy and Projects (Community Participation) Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Level 5 Zone 2 Camden Way Category**

**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 lead the team and programme of work focused around engagement and participation. This will include leading the strategy, policy, improvement and transformation of this key area, as well as driving and supporting the cross-cutting council-wide approach to outcomes.
* To lead on work with high levels of complexity or risk – including planning, co-ordinating or overseeing the programmes and projects to bring about effective and positive change across the organisation. Including being responsible for the logistics and operations of these programmes.
* To work in a variety of disciplines and environments across the whole organisation to deliver corporate and directorate priorities
* To make intelligent use of data and research to measure and understand outcomes, inform decision-making and shape and improve service delivery.
* Champion improved project management disciplines and skills as appropriate in the delivery of change.
* Take a leading role in positively engaging and working with stakeholders, internal and external to the council.

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

The post holder will work flexibly to deliver the purpose above. Key outcomes will include:

* Development of innovative and effective policies and strategies that ensure participation and engagement of Camden residents.
* Development of a theory of change, including a plan to implement this change. Sponsorship of cultural change across the organisation
* Delivery of/improvements in major programmes and projects to achieve key corporate priorities and outcomes
* Successful engagement with the political and senior leadership of the organisation, as well as residents and partners as appropriate
* Significant contribution to evidence-based policy making through effective use of research and intelligent use of data and information

**People Management Responsibilities:**

The post holder will be required to manage staff and resources as part of the participation and engagement team in corporate strategy/ on individual projects or programmes of work for which they are responsible.

**Relationships;**

The post holder will be largely self-managing with personal management and development carried out within the service.

The post holder will be expected to develop and maintain relationships at senior levels across the organisation, with elected members as appropriate, partner organisations, government departments and customers as dictated by the projects, roles and tasks they will be carrying out.

The post holder will also actively seek to make effective relationships with colleagues across the Strategy and Governance family.

**Work Environment:**

This a busy role and will require the post holder to be flexible in their approach, as they will be required to work with a variety of teams and locations within the borough; they may also be required to work additional hours on occasion.

**Technical Knowledge and Experience:**

You will have experience in working in one or more of these areas:

* Strategic planning, development, implementation and monitoring
* Programme, project and risk management
* Change management
* Engagement and/or participation or community programmes
* Data, research, analysis & performance management

Additionally, the post holder would be expected to have experience of/display the following:

* A keen interest in community participation and engagement
* Strong communication and report writing skills
* Experience of/interest in working in local government
* Experience of working with and reporting to senior leaders
* Proven work ethic – willingness to go the extra mile
* Ability to work in uncertain and fast-paced circumstances
* A flexible, innovative approach
* Ability to seek and effectively use a wide evidence base to solve challenging problems

**Qualifications**

* Qualification in a recognised project management or improvement discipline would be beneficial, or experience commensurate with the requirements of this post

**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:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>