

## **Job Profile Information: Cabinet Policy Officer**

**This supplementary information for Cabinet Policy Officer is for guidance and must be used in conjunction with the Job Capsule Job Zone 4 Level 2**

### **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:**

This is a key role at the heart of the Council. The Cabinet Policy Officer is central to ensuring the delivery of the Leader and Cabinet's vision and priorities and supporting the delivery of Camden's innovative Camden 2025 and Our Camden Plan ambitions. The role is dynamic and diverse, and the Cabinet Policy Officer works closely with senior political and officer leadership of the Council to work on important and impactful work. Working closely with the Leader, Cabinet and senior officer group, this role is an exciting opportunity to work in a political environment to deliver innovative work at pace.

The post-holder will work proactively as part of a small team, which includes: the Executive Assistants to the Leader and the Deputy Leader, the Head of the Cabinet Office and the Leader and Cabinet. The role reports to the Head of Cabinet Office. The Cabinet Office work together with officers across Camden council to ensure that the Leader and Cabinet are able to effectively provide democratic leadership to the organization.

The main responsibility of the Cabinet Policy Officer will be to ensure that the Leader and Cabinet have access to appropriate policy advice, briefings and to effectively facilitate the implementation of the Leader and Cabinet's priorities and programmes. The role will involve significant policy development opportunities alongside facilitating the strategic decision making of the organisation. The Cabinet Policy Officer will have opportunities to work closely with colleagues across the organisation to develop projects and programmes aligned with the priorities of the administration.

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

- Play a key role in ensuring that the Cabinet office runs smoothly to enable the Leader and Cabinet to deliver their key priorities, including sourcing briefing and speaking notes, drafting and reviewing written material, political horizon scanning, and picking up early on emerging needs, issues and opportunities.
- Liaise closely with the Executive Assistant to the Leader and Deputy Leader to ensure the smooth planning of upcoming meetings and other commitments, ensuring high quality briefings and other materials are commissioned in a timely manner, forward plans are kept relevant and up-to-date and agendas are developed and coordinated ahead of time.
- Work closely with internal stakeholders, such as Policy, Participation and Communications, attending internal working groups, to shape and support the development of the Leader and Cabinet's key priorities.
- Supporting the smooth running of the formal Cabinet business process, including forward planning, minute-taking and coordination of items, working closely with Committee Services and the Chief Executive's Office.
- Undertake key projects on behalf of the Cabinet Office and the Leader and Cabinet.
- Carry out high quality research in order to contribute to the policy and strategic agenda that deliver outcomes for Camden residents.
- Monitor Government announcements and developments in Parliament, the London Assembly and other political forums in order to provide high quality and timely support and advice to the Leader and Cabinet.
- Develop and nurture relationships with key agencies, government departments and think tanks to ensure the Council is at the forefront of public policy making.
- Develop and maintain effective relationships with key stakeholders internally and externally, within a complex environment.
- Outwardly reflect and role-model the Leader and Cabinet's key priorities, through the smooth working of the office.
- Able to cope in a high pressured environment, working at pace and flexibly, adapting to changes in priorities and tasks, and delivering to strict deadlines.
- Demonstrate a high degree of political awareness, discretion and sensitivity to the needs of the Leader and Cabinet.
- Other reasonable duties required to support the Leader and Cabinet.

### **Relationships:**

The post holder will operate and maintain effective working relationships within a complex and at times very sensitive and political environment, demanding high levels of confidentiality and discretion. The post requires a high degree of political astuteness and involves daily contact with the Leader, Cabinet, Chief Executive, chief officers, wider elected Members and key outside bodies. The post holder will need to be able to deal confidently with key internal and external stakeholders at a senior level.

### **Regular Contacts:**

- Leader
- Deputy Leader
- Cabinet
- Elected Members
- Chief Executive and Camden Management Team (CMT)
- Head of the Cabinet Office, and Director of Policy, Participation and Communications
- Executive Assistants to the Leader and Deputy Leader
- Residents of the borough and members of the public
- Key strategic partners across London and central government
- Key strategic partners locally, including community leaders and the community sector.

The post holder must maintain a wide-ranging awareness on topical and sensitive issues, and an awareness of issues facing local government.

#### **Work Environment:**

This post forms part of a team which provides a high quality support service to Camden's Leader and Cabinet; work is subject to deadlines involving frequently changing circumstance and conflicting priorities. It is important that the post holder is able to work flexibly and adapt to changes in tasks and deliver to strict deadlines. The role involves a high degree of individual time and project management and the Cabinet Policy Officer is encouraged to bring their own capacities, capabilities and ideas to the Leader and Cabinet as part of policy development.

The post holder will work within a complex and highly sensitive environment and confidentiality and discretion must be observed at all times, with a good understanding of relationship management.

Occasional evening and weekend working may be required. Flexibility of approach, including willingness to work outside of normal working hours if required as appropriate to the grade (time off in lieu or flexi time will be available).

#### **Technical Knowledge and Experience:**

- Education to degree level is usually required for these posts but the knowledge, skills and experience set out below are more important than specific qualifications.

- Up-to-date understanding of the public policy agenda and current issues affecting local government
- Sound knowledge of Camden's' Corporate priorities
- Detailed understanding of the role and functions of local government
- Attention to detail and ability to multi-task essential with a proven record of being a starter - finisher.
- Effective written and oral communications skills and proven ability to present complex information in appropriate and accessible ways
- Strong time management and ability to work at pace in a fast changing environment
- Linked to the above, personal resilience
- Political astuteness and a good understanding of the complexities of the relationship between officers and elected members. Able to handle politically sensitive information and situations with diplomacy, tact and the highest degree of confidentiality
- Collaborative approach demonstrating mutual trust and support within the council and with partners
- Able to work as part of a team and to build and maintain effective working relationships at all levels and with a wide range of individuals and agencies;
- Able to exercise sound judgement and act with minimal supervision
- Able to take responsibility for own work consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities;
- IT literate and experienced in use of computer software
- Strong analytical skills and the ability to carry out and understand research

#### **Relevant Experience:**

- Managing competing demands, prioritising workloads and responding flexibly to changing needs and priorities
- Analysing complex and sensitive policy problems and projects, evaluating options and developing workable proposals
- High degree of political sensitivity and experience of working closely with councillors, the wider community and other external partners
- Developing and sustaining good working relationships in complex environments at all levels with a wide range of individuals and partners

## **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