

Job Profile Information: Inclusive Economy Project Officer

This supplementary information for Inclusive Economy Project Officer is for guidance for Job Level 4 Zone 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:

To support the development and delivery of the Council's approach to Inclusive Economy, developing our strategic relationships with business to deliver the aspirations of Camden 2025 and Our Camden Plan. The role will work flexibly to support the Inclusive Economy management team and work with communities and agencies to design and deliver key projects around employment, skills and business engagement and support.

Our Inclusive Economy Project Officers get involved in the full range of activities the service delivers. On any given day you could be;

- Briefing members about developing policy or projects, using data to support proposals for initiative design
- Convening the borough's business board and planning agendas that ensure our work is informed by some of the most exciting businesses and institutions in the world.
- Running a workshop with training providers and citizens to test an idea or approach
- Meeting a project or programme evaluator to talk about what success looks like and how to measure it
- Visiting a high street to assess vacancy levels and to plan pop up or meanwhile activity
- Writing a brief to test the market for a partnership with an affordable workspace provider
- Meeting the developer of a large, central London workspace and housing scheme to talk about how to work together to deliver social value and opportunity for Camden's residents and small businesses
- Supporting teams across the council to develop good quality work experience placements for Camden's young people
- Representing Camden and the work of the team at regional or sub regional meetings of organisations like London councils or Central London forward

People Management Responsibilities:

The Inclusive Economy team operates a matrix management approach with project officers working to a number of managers depending on the area of work/project. While the postholder will have no direct line management responsibilities they may manage other officers on particular projects and take on line management responsibilities for apprentices employed by the service.

Relationships;

Supporting the Inclusive Economy team to manage the communication of key objectives and outcomes with elected Members, senior management and partners.

Will need to build relationships with a wide range of business, public service and employment and skills partners across the public, private and voluntary sector.

To build and develop relationships with a range of internal services in business facing services and those relevant to employment and skills services

Work Environment:

The role will be based in the London Borough of Camden offices, 5 St Pancras Square, in the heart of the King's Cross Central development. It is a hot desking environment.

The role requires a significant amount of contact with a wide range of partners through strategic relationships, often in meetings in and outside of the council.

Technical Knowledge and Experience:

- Up to date knowledge of a broad range of economic development policy, strategy and delivery including business support and development, employment, skills, enterprise and labour market issues
- Strong analytical capability and able to take a strategic approach
- Political sensitivity, judgment and ability to work on agendas business leaders, public sector leaders and politicians
- Ability to work proactively, creatively and flexibly, responding to business evidence and needs and lobbying funders and other agencies
- Excellent communication, presentation and influencing skills that can be used at a range of levels including private sector partners, senior managers, service providers and service users ;
- Diplomacy skills, including the ability to establish and maintain good working relationships with a wide variety of people
- Excellent organisational skills and the ability to forward plan and manage multiple tasks to tight deadlines.
- Good project development, management and monitoring skills;
- Able to demonstrate Camden's Ways of Working

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

Chart Structure

