**Job Profile Information: Chief Executive’s Project & Policy Officer**

**Level 4 Zone 2**

**Role Purpose:**

This is a key role at the heart of the Council. The Chief Executive’s Project and Policy Officer is central to ensuring the delivery of the Chief Executive’s vision and priorities and supporting the delivery of Camden’s innovative Camden 2025 and Our Camden Plan ambitions, alongside the Head of the Chief Executive’s office.

The post-holder will work proactively as part of a small team, which includes: the Executive Assistant to the Chief Executive, the Head of the Chief Executive’s Office and the Chief Executive. The role reports to the Head of the Chief Executive’s Office. The Chief Executive’s office work together with officers across Camden council to ensure that the Chief Executive is able to effectively discharge their duties and provide leadership to the organization.

Their main responsibility will be to ensure that the Chief Executive has access to appropriate policy advice, briefings and administrative support to carry out their duties effectively. As such, the role will have a blend of both administrative and policy development duties and will help to drive key priorities and actions emerging from the Corporate Management Team and other decision making settings.

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

* Play a key role in ensuring that the Chief Executive’s office runs smoothly to enable the Chief Executive to deliver her key priorities, including sourcing briefing and speaking notes, drafting and reviewing written material, and proactively horizon scanning, picking up early on emerging needs, issues and opportunities.
* Liaise closely with the Chief Executive’s Executive Assistant 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 Communications and Strategy & Change, attending internal working groups, to shape and support the development of the Chief Executive’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.
* Undertake key projects on behalf of the Chief Executive’s Office
* 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 Head of the Chief Executive’s Office and the Chief Executive.
* 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 Chief Executive’s vision and 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 Chief Executive and her vision.
* Other reasonable duties required to support the Chief Executive and Corporate Management Team.

**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 Chief Executive, chief officers, 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:

* Chief Executive
* Head of the Chief Executive’s Office
* Executive Assistant to the Chief Executive
* Chief and Senior Officers in the Council
* Elected Members
* Residents of the borough and members of the public
* Key strategic partners across London and central government
* Key strategic partners locally, including the business community

The post holder must maintain a wide-ranging awareness on topical and sensitive issues, which are a priority for the Chief Executive and an awareness of issues facing local government.

The post holder must be able to deal with pressures that can be encountered when working in such an environment.

**Work Environment:**

This post forms part of a team which provides a high quality support service to Camden’s Chief Executive; 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, often working with one’s own initiative.

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

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>