

## **Job Profile Information: Employment Support Project Officer**

**This supplementary information for Employment Support Project Officer is for guidance for Job Level 4 Zone 2**

**Camden Way Category: 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:**

We want everyone in Camden to lead good lives – and we know that being in good work is key to that. We want Camden residents to be in work that makes use of and develops their skills, gives them a sense of purpose and contribution, and pays them a good wage – in order for them to lead the lives they want to lead.

Too many Camden residents struggle to get into good work and the implications of COVID-19 on our labour market is making finding and sustaining good work even more complex. Through *Good Work Camden*, Camden Council is making a significant investment to expand the quality and reach of the borough's employment support provision.

As well as investing in additional employment support within the borough, Good Work Camden is investing in a programme of activity to upskill, better integrate and build a shared identity for the borough's existing employment and training support services, collectively known as Camden's Employment and Skills Network (ESN). The ESN is a group of around 30 local partners, including Camden Council's employment support services, local colleges, training providers and a range of charities, that all play a fundamental role in supporting Camden residents as they prepare for, find and sustain employment.

We are seeking a strategic, adaptable and collaborative person to design and deliver that programme of support for our ESN to ensure that Camden residents have access to accessible and consistently high quality employment support.

### **This role will:**

- Support the development and delivery of the Council's work to ensure a more inclusive economy by developing and managing our strategic relationships with local employment and skills partners
- Support the services within Camden's Employment and Skills Network to provide accessible, data-led, coordinated and consistently high quality support to Camden residents
- Lead the design and delivery of a capability and capacity building programme that will support the Employment and Skills Network partners to deliver on their shared objective of supporting more residents into good work.

- Work flexibly to support the Inclusive Economy Service to design and deliver key projects around employment, skills and business engagement as part of the Good Work Camden programme.

### **Key objectives**

- To lead on the development and coordination of the Employment and Skills Network, a key workstream of Good Work Camden
- To support effective referral arrangements between Camden Council's employment support services and other local employment and skills services by being an expert in the offer and the specialisms of partner services
- To lead project work that will build the capacity and capability of the Employment and Skills Network to deliver their shared objectives to:
  - support more residents who face significant barriers to work
  - improve residents' self-assessment of progression towards their personal goals
  - improve providers' knowledge of other services and increase collaboration around residents
  - increase the number and quality of relationships with employers
  - increase the number of residents progressing into sustained good work
- To work with Employment and Skills Network members to identify training, capability building and professional development needs and opportunities that will improve the resident experience of the local system of support
- To support Employment and Skills Network partners to respond to labour market challenges by sharing data, insights and regular communications
- To lead on the design and delivery of events that support the Employment & Skills Network
- To support work to develop a platform (i.e. website) for the Employment & Skills Network, that will enable residents to identify and access the support that is right for them
- To coordinate the collection and analysis of data to inform local priorities around employment and skills
- To support work to promote the services within the Employment and Skills Network to encourage local people to access support

### **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 post holder will have no immediate 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 primarily be based in the London Borough of Camden offices, 5 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, including meeting partners within the community.

### **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
- A practical understanding of the barriers to employment evident within today's labour market and an ability to develop strategies to overcome these barriers
- An understanding of data, strong analytical capability and an ability to take a strategic approach
- Political sensitivity and judgment and an ability to work cooperatively with business leaders, public sector leaders and politicians
- An ability to work proactively, creatively and flexibly, responding to business evidence
- Excellent communication, presentation and influencing skills that can be used when working with different partners, including local community organisations employers and residents
- 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
- Ability 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

For further information on the Camden Way please select the attached [HERE](#)