**Job Profile – Organisational Development and Learning and Development Data and Project Officer**

**Job Title: Organisational Development and Learning and Development Data and Project Officer (OD and L&D Data and Project Officer)**

**Job Grade: Level 4, Zone 1**

**About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

The Learning and Development team support staff to gain the skills and knowledge they need to deliver on our ambitions. As an OD and L&D Data and Project Officer you will play a vital role in the OD and L&D service, ensuring stakeholders have access to high quality data and learning and development (L&D) insights. You will manage key projects in the team, supporting services across Camden Council to get the right learning and development for their staff.

**About the role**

**About you**

* Manage IT system developments, data analysis tasks and L&D projects
* Quality assure data, proactively considering and offering solutions where required and working with system specialists to resolve issues
* Produce standard, ad hoc and complex reports, templates, dashboards, metrics and other resources as required
* Identify and recommend system development to improve work process for the L&D team and to enhance end user experience
* To contribute to policy and process development within L&D
* To ensure compliance with Data Privacy and General Data Protection Regulation guidelines.

**Technical Knowledge and Experience**

* Knowledge of working in a learning and development environment
* Knowledge of current priorities and trends in learning and development
* Confident working with raw data and able to re-format and/or cleanse it as required
* Awareness of and adherence to principles of data protection and confidentiality in handling sensitive data
* Advanced Excel skills (testing will form part of the assessment)
* Ability to present data clearly and in creative ways, using graphs, charts and other presentational techniques
* Ability to coach and train others
* Strong communication and presentation skills and comfortable working with people at different levels
* Ability to work under pressure and meet deadlines
* Good personal management skills, acting positively, flexibly and constructively, bringing energy and focus to the work.
* Significant experience of running reports, analysing data and formatting information for the purpose of presentation
* Significant experience of managing projects
* Experience of managing online systems, including learning management systems
* Proven experience of building good working relationships with colleagues, stakeholders and customers

**Work Environment:**

The OD and L&D Team is based at 5 Pancras Square and the Crowndale Centre. The ‘home base’ for this role is the Crowndale Centre.

Staff are also able to work either remotely or from home as part of Camden’s ‘agile’ way of working which supports our modern, dynamic and flexible working environment.

The post holder may occasionally be required to work at weekends or in the evening, particularly if projects require close working with teams who operate out of hours arrangements.

**People Management Responsibilities:**

This role manages two members of the L&D Team

**Relationships:**

The post holder will work in close cooperation with colleagues across the team, service and across Camden Council. They will also hold relationships with external organisations we partner with or who access our services

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,