**Job Profile – LFT & CVS Operations Lead**

**Job Title:** LFT & CVS Operations Lead

**Job Grade:** Level 5, Zone 1

**Pay Scale:** £46,756 - £54,238

**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.

**About the role**

Working to the Associate Director for OD and Organisation Design Lead and colleagues across the organisation, the LFT and CVS Operations Lead will lead the day to day running of the community and staff lateral flow testing approach and community vaccine service [vaccine bus] to ensure, with support from senior colleagues, that a high quality and safe service is maintained. Maintaining effective relationships and networks to facilitate the effectiveness and development of the approach as needed.

* To lead and manage the well-established project groups, which are set up to deliver both the LFT and vaccine bus service.
* To manage the development and delivery of the day to day requirements of both interventions within agreed parameters, timescales, budget and quality standards.
* Maintain the effective relationships with key stakeholders most notably the Organisation Design Lead and Associate Director for OD, but also, relationships across Public Health, Communications, Participation, Finance, Digital and Data Services as well as key stakeholder groups such as Covid Co-ordination Group, Vaccine Steering Group and HR SMT as needed.
* Working closely with HR colleagues and senior managers across the organisation to develop and implement resourcing plans to ensure the short- and long-term resourcing needs for Camden’s Lateral Flow Testing sites and vaccine bus are met.
* To ensure that there are policies, systems and processes in place to ensure that the interventions run smoothly and are compliant with organisational rules/policies.
* To take a lead in identifying future developments for the services and mechanisms for improving the delivery and efficiency of the services.
* To continually review and update internal systems and processes as needed.
* To analyse and present data relating to the performance of the interventions, both to managers and to frontline staff

**About you**

* To be successful in the Operations Manager role, the job-holder will require experience of working in a service delivery/operations role.
* They will ideally be familiar with the basics of lateral flow testing and vaccine programmes (as defined nationally by the government)
* They will have knowledge of managing project work and project teams
* Excellent attention to detail as well as experience in setting future direction/strategy
* Good people and relationship skills
* Excellent communicator
* Ability to analyse and interpret data
* Proven experience in stakeholder management
* Ability to find solutions for operational issues, as and when they arise
* To continuously improve the service and adapt to changes in demand
* Strong facilitation skills and knowledge of Teams
* IT literate

**Work Environment:**

The role will mainly be remote (working from home currently) however there may be requirements to visit sites as required.

**People Management Responsibilities:**

The Operations will not have direct people management responsibilities but will be required to lead and manage project teams.

**Relationships:**

The job-holder will own the day-to-day relationships with key senior stakeholders – as noted above and potentially with external partners such as UCLH, CCG, and GPs.

They will also attend/represent the Council at any relevant external meetings as required.

**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,