**Job Profile - Project Manager**

**Job Title: Project Manager**

**Job Grade: Zone 4, Level 2**

**Salary Range: £41,952 - £48,663**

**About Camden**

Camden like many organisations is embarking on a new journey to change the way we deliver services to our community of 270,000 residents and 20,000 businesses. 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 the 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.

We want to continue to strive to deliver the best digital and data services that will support our community and as a Project Manager you will play a key role working with our Supporting Communities Directorate to implement digital and data solutions across a range of front-facing services that will enable us to ensure our residents are supported and able to thrive in line with our Camden 2025 vision.

**About the role**

We are seeking a skilled and experienced Project Manager to join the Digital and Data Services team to manage and lead on an exciting portfolio of projects within our Supporting Communities Directorate. This will include implementing Hackitt Review recommendations as well as other resident-focused projects.

You will have responsibility for the development and implementation of ICT solutions to meet identified business needs, setting objectives and acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality.

**About you**

You will be critical in supporting our digital transformation journey, we are looking for a solution focused project manager with a user-centric approach and a passion for driving change and working in a collaborative environment to ensure solutions are fit for purpose. Working as part of multidisciplinary teams you will work across the full project lifecycle. You will take responsibility for managing the project using an agile approach for the definition, documentation and safe execution of medium-scale and large-scale projects, engaging with stakeholders and actively participating in all phases of the project. You will also identify and implement specific measures and mechanisms by which benefits can be delivered.

As part of our ongoing transformation, we are looking for someone who will bring drive, energy and a passion for improving ways of working. You will have proven demonstrable experience in implementing agile methodology, embedding change and encourage and promote best practice across our wider projects team. You will also contribute to creating the project vision and driving project direction to achieve the most appropriate outcomes, carry out business impact assessments, prepare and present business cases, requests for proposals, tender and statements of requirements. Ultimately, you will be a key driver for project success.

**Technical knowledge and experience**

* BSc in relevant discipline, or equivalent industry experience.
* Agile, SCRUM, PRINCE2 qualifications desirable but not essential
* Proficient in Agile and waterfall principles, methods, techniques and tools for the effective management of projects from initiation through to implementation.
* Proficient in the identification, assessment and management of project risks, which could result in time or cost over-runs, or failure to deliver products which are fit for purpose.
* Proficient in methods and techniques associated with planning and monitoring the progress of projects.
* Proficient in methods and techniques for preparing and presenting business cases, requests for proposals, invitations to tender and statements of requirements / work both orally and in writing.
* Proficient in techniques which help in modelling and understanding a business and its operation.

**Work Environment:**

* The post-holder will be required to work in an ‘agile’ way in line with Camden’s move to a paperless and flexible work environment. Working from home and office-based as required by business needs.

**People Management Responsibilities:**

* No formal line management responsibilities.
* Works in multi-disciplinary matrix teams with stakeholders delivering projects.

**Relationships:**

* This post reports to the Programme Manager/Senior Business Analyst
  + Internal at all levels including executive, senior officer, officer and members.
  + External, including suppliers, local government, membership bodies and professional bodies.

**Over to you**

If you share our vision and want to be part of our digital and data team, we will give you the opportunity to work across a range of projects, develop your skills and work in a team that is committed, diverse, ambitious and who are on a mission to help make the borough a better place for all.

**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 other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**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,