**Job Profile - HR & OD Policy and Engagement Lead**

Job Title: **HR & OD Policy and Engagement Lead**

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

Salary Range: **£41,952 - £48,663**

**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 Organisational Development (OD) team that sits within HR plays a critical role in supporting the organisation to deliver on these ambitions and we are looking for an OD policy and engagement officer to support us on this journey.

**About the role**

This role will provide policy and engagement advice and support across the OD team and broader HR service focusing on strategic priorities for the organisation. HR is also a service that sits within Corporate Services and includes other services where there are key relationships for this role – for example, strategy and change, communications and finance.

As such you will need to be able to bring fresh ideas to the service and be ready and able to challenge the status quo – this is how we work in Camden. We place high importance on being able to take a strategic perspective, as well as having an ability to deliver and keep an eye on detail. Striking this balance and working effectively as part of a team is critical.

Below are example outcomes or objectives that this role will deliver:

* Identify and analyse trends / emerging policy agendas across OD and HR.
* Work collaboratively with colleagues across OD and HR to review and improve our existing policies / practice where needed.
* Challenge and provide innovative solutions to how we engage the workforce in key strategic priorities for the organisation.
* Provide the internal communications leadership for HR and OD taking responsibility for developing communications materials on all matters of HR and OD including our on-going response to the pandemic and emerging future of work programme.
* Build strong relationships with the Internal Communications Lead and senior managers across the Council’s Strategy and Change function to ensure our work to engage and communicate with the workforce is joined-up and as effective as possible. This role will also play a role in supporting communications from our Chief Executive therefore building a strong relationship with the Chief Executive’s office staff, particularly the Head of the Chief Executive’s office will be critical.
* Draft clear and succinct policy and communications documents for OD and HR.
* Understand the work and objectives of the OD team to identify and establish means by which to engage and communicate across the workforce and evaluate the impact of employee engagement activity.
* This role will also sit on and work closely with all members of HR SMT to co-ordinate strategic plans for the service, develop policy and engagement plans and support overall HR internal communications activity

**About you**

* Experience of working within a policy, engagement or communications environment (not necessarily all three).
* Ability to promote diversity and inclusion in the workplace and service delivery.
* Significant experience of developing positive relationships with multiple stakeholders to build support and influence thinking and decision making.
* An awareness of the organisation’s direction of travel and ambitions for the next 3-5 years, including an understanding of the political and economic environment the Council is operating within.
* Ability to interact confidently at all levels including with senior leaders and external parties.
* Ability to interrogate detail and see how this links to the big picture.
* An ability to use data, evidence and research to inform activity, decision-making and challenge to the status quo as appropriate.
* Experience of different employee engagement approaches, how these are effective at reaching a diverse workforce, and measuring/evaluating impact
* Commitment to continuous learning.
* Effective judgement with the ability manage risk, strong IT and numeracy skills, including knowledge of Word, Excel and PowerPoint.
* Ambitious and innovative with the ability to think strategically, taking a 21st century digital focus.
* Customer focused, able to demonstrate empathy and understanding for the customer experience and needs when delivering outcomes.
* Resilient and proactively takes the lead to deliver results, confidently dealing with complex issues and flexing style and approach for each audience.
* The role will be expected to define priorities, set objectives, allocate work strands and negotiate resources for time-limited projects and manage the workload

**Work Environment:**

At present the HR and OD service are largely working from home. This will be expectation for this role for the foreseeable future, however, as social distancing restrictions ease there may be a requirement to work in our buildings when there is a clear purpose and need to do so.

**People Management Responsibilities:**

* The role will not have direct line management responsibility.
* From time to time, they may have oversight of staff involved in projects across the OD and HR service on specific policy or engagement agendas to make sure work is delivered to a high standard, on time and to budget (where applicable)
* The role will be expected to embrace the ethos of a flexible team, where resources are used flexibly to deliver agreed priority areas of work.

**Relationships:**

The job holder will own the day-to-day relationships with recruiting hiring managers, Resourcing Advisors, Resourcing Manager, HR Strategic Lead (Supporting Communities & Resourcing) and members of the HR Leadership team.

**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 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,