**JOB PROFILE**

**Job Title: Project Manager (Adult Social Care - Equalities, Diversity and Inclusion Action Plan)**

**Job Grade: Level 4, Zone 2 or Level 5, Zone 1 (This role profile articulates the requirements depending on which grade the successful candidate is appointed)**

**Salary Range: £41,952 (if appointed at Level 4, Zone 2), £46,756 (if appointed at Level 5, 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.

We are looking for someone to work with services across adult social care, and with residents and staff to help us progress our ambitious inclusion agenda and our commitment to tackle structural inequality in the borough. In Camden and in adult social care we have a long history of championing diversity and inclusion for the borough as well as for those who work for the Council. Though we recognise the need to be challenging ourselves to do more, to go further and to not accept the status quo.

In the refresh of our strategic plan ‘Supporting People, Connecting Communities: Living & Ageing Well in Camden’ we have made a refreshed commitment to tackle the structural inequality that exists in Camden. To translate this commitment into action we are developing a wide ranging equalities action plan. The action plan will cover all protected characteristics but work around anti-racism will be a particular focus in the next 12 months.

This action plan will align with and develop and retain connections with the council’s corporate programme of work around diversity and inclusion including feeding into corporate reporting and joining up work as appropriate. The corporate programme is re-invigorating the Council’s approach to inclusion building on our commitments set out in ‘[Our Camden Plan](https://www3.camden.gov.uk/2025/wp-content/uploads/2018/07/Our-Camden-Plan.pdf)’ which articulates how Camden Council wants ‘to be a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. By doing this, we will ensure we continue to represent our communities to the best of our ability and deliver our ambitions for Camden.’

**About the role**

This is an important role to deliver a project management approach to the development, planning and delivery of the wide ranging and innovative and forward thinking adult social care equalities and inclusion action plan and to provide capacity and support working alongside workstream leads and other key stakeholders to ensure the priorities in the plan are implemented.

To achieve this the role will develop and maintain relationships across adult social care and commissioning, and across the council with senior delivery leads, practitioners and staff, managers, elected members, partner organisations, and residents as appropriate, as dictated by areas of the plan. The project manager will use key project management tools to analyse issues identifying actionable solutions, scope potential areas of work, and plan, deliver and monitor areas of the plan to ensure they are delivered on time, and deliver the desired benefits and improvements.

We want to maximise the interest in this role which offers a development opportunity for the successful candidate to play a key role in implementing adult social care’s inclusion agenda. This role could therefore be carried out at either Level 4/Zone 2 (the core Project Management role) or Level 5/Zone 1 (with higher level requirements – see below).

**If appointed at Level 5, Zone 1:** The Project Manager:

* Will take a leadership role in the planning and delivery of the action plan, working directly with the Director of Adult Social Care, and with heads of service and delivery leads for areas of the plan.
* This will include leading on and progressing areas of work within the plan which require a greater level of decision making in contentious settings. There will also be a requirement to work with a greater level of self-management and autonomy.
* Will be a visible champion for our approach to tackling structural inequality and promoting and facilitating conscious inclusion across adult social care and be an ambassador for change
* Given the higher level of autonomy and leadership a greater level of experience of developing and maintaining relationships with senior stakeholders, and experience of working in sensitive and contentious contexts will be required.

**If appointed at Level 4, Zone 2:** The Project Manager:

* Will support the development of the action plan and coordinate the delivery of the plan (with direction, guidance and support) and ensure that progress is monitored and reported
* They will also be required to provide capacity to support delivery of some areas of the action plan - but with direction and guidance.
* They could lead on smaller less contentious areas of work in the plan.

Example outcomes or objectives this role will deliver include:

* A clear planning and governance framework so that there is effective coordination and oversight and shared ownership of the ongoing development and delivery of the plan with clear understanding of actions and expectations.
* Opportunities to tackle structural inequality are maximised – both in terms of service delivery and commissioning of services and in relation to the workforce - and a prioritisation approach adopted to ensure there is focus on maximising impact in the next 12 months.
* Areas of the action plan are evidence-based and realise their key benefits/desired objectives and staff and resident insight and engagement informs the development and delivery of the plan via an iterative approach and culture of learning and reflection.
* Progress, risks and issues in relation to delivery of the action plan are reported to the transformation programme steering group (which will act as governance for this work)
* As part of the Adult Social Care Transformation Project Management Team in the Supporting People Strategy Team contribute to team knowledge, and culture of learning around project and change management tools and methodologies ensuring the best support and advice is provided.

**Values that are vital for this role**

* Commitment to tackling inequality and making a difference to people’s lives
* Deliver with the people of Camden: Co-production and ensuring our work is informed by lived experience - working alongside people to make sure that the priority areas set out in the action plan address what people want and need. That the voice of the people of Camden and of the adult social care workforce is heard and acted upon at an individual and collective level.
* Take personal responsibility: To be personally responsible and respond to the needs of the action plan. Not to pass the buck.
* Focus and determination, with a rebellious spirit.
* Integrity (bringing your whole self to work).

**About you**

The post holder will be committed to our shared values and underpinning principles as set out in the strategic plan ‘Supporting People Connecting Communities. They will have a burning passion to tackle structural inequality alongside a good knowledge of Adult Social Care and experience of working in adult social care or commissioning.

The priority is to focus on recruiting someone who is passionate about driving the equalities and inclusion agenda forward and is keen to work with staff from across Adult Social Care and commissioning to achieve this. The role itself will require use of project management tools and methodology. Support will be provided to the right candidate to develop project management knowledge and skills so a lack of direct experience of project management should not deter people from applying.

An affinity for delivering change and improvement projects and action plans and an understanding of what that involves is important. In this context you will be able to analyse problems, identify root cause and develop a range of solutions, which will add value. The role holder should be able to have good attention to detail whilst at the same time be able to retain focus on overall strategic direction, and to oversee, coordinate and track progress of wide ranging areas of action. You will have knowledge and an understanding of techniques in gathering and analysing insight and data to inform action planning.

You will be a confident communicator with the ability to liaise with and develop and maintain collaborative relationships with internal and external stakeholders of varying seniority across ASC and Supporting People.

**Work Environment**

The post holder may be required to work with a variety of teams and workplaces

**People Management Responsibilities:**

The post has no line management responsibilities but the post holder will be required to manage staff/resource on individual areas of the action plan.

**Relationships**

The role sits in the ASC Transformation Programme and Project Management team within the Supporting People Strategy Team, line managed by the Programme Lead for the Adult Social Care Transformation Programme. The post holder will be largely self-managing with personnel management and professional development carried out within the Strategy Team. Their day-to-day direction and management while working on the action plan will be by relevant head of service or service/business lead within Adult Social Care and/or Integrated Commissioning for areas of the action plan. They will also have a relationship with the Director of Adult Social Care, with adult social care senior management team and with the transformation programme steering group which will provide governance for the plan.

**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,