**Job Profile**

**Job Title: Consultation and Engagement Officer (Regeneration and Development)**

**Job Grade: Level 3, Zone 2**

**Job Salary: £34,033 - £39,480**

**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**

The key purpose of this role is to manage a portfolio of consultation and engagement projects and assist in the delivery of the Council’s Community Investment Programme (CIP). The post holder will do this through effective liaison with teams across the Council to develop and deliver community involvement and engagement in CIP with a wide range of resident, community and other stakeholders. The post holder will work with project teams to ensure that CIP objectives and choices are communicated effectively to residents and community stakeholders and feedback from consultation and engagement informs regeneration solutions.

Example outcomes or objectives that this role will deliver:

* Liaise with colleagues, residents, councillors, partner agencies, community groups, and neighbours to identify and develop engagement and consultation strategies for different CIP projects
* Develop and deliver training and information programmes for, community groups, resident representatives, members and external facilitators as necessary
* Research community issues in order to understand and address the needs of the different constituents and design and deliver surveys, analyse results data and produce reports
* Establish and develop good working relationships with local partnerships, community groups and statutory service providers in the neighbourhoods and to establish a conduit between local community concerns and relevant service departments
* To participate in and contribute to the monitoring and evaluation of the work and share learning practice within the Council and with other agencies as required
* Organise and deliver appropriate community events and workshops to engage local residents and businesses in the regeneration area and be responsible for drafting reports, presentations, documents and briefings for varied audiences.

**About you**

**Technical Knowledge and Experience**

* Graduate level education or equivalent experience
* Understanding of issues impacting on hard to reach groups and effective interventions to counter disadvantage
* Understanding of research techniques
* Experience of a range of methods of consultation, engagement and involvement

**Skills**

* Strong written and verbal communication skills, including the ability to explain development scheme designs, produce surveys and questionnaires
* Ability to represent the Council in public and interact with a wide range of audiences, managing conflict in highly charged public meetings
* Strong organisational skills to plan and run effective consultation events
* Ability to analyse quantitive and qualitative data, and to write reports explaining consultation findings.

**People Management Responsibilities**

The post holder will manage consultants and temporary staff including Kickstarter apprentices as necessary.

**Relationships**

The post holder will be required to develop relationships with a wide range of statutory and community stakeholders and partnerships, senior officers and members in order to seek opinion and translate these into opportunities to engage with and develop regeneration.

**Work Environment**

The post holder will work flexibly with changing and conflicting priorities, regular attendance at evening consultation meetings and on occasion weekend working. The demands of the job are likely to involve frequent changing circumstances and priorities.

This role requires the development of ways to engage and consult with residents and community groups around the delivery of the Council’s Community Investment Programme and other regeneration projects. The consultation and engagement process will incorporate best practice and reflect the Council’s tenant and resident participation and community strategies.

This is a dynamic process and the post holder will need to innovate to produce effective ways to relate to and engage with residents, and to satisfy the demands of the local and national political process.

The post holder must be able to operate in a politicised environment and to listen, absorb and reflect on the proposals being placed before them. They will need to articulate the views of various groups and ensure that these views are communicated to the decision makers.

**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 Ethnic Marginalised groups, those who identify as LGBT+, neurodiverse and disabled people. For further information on our commitment to Diversity and Inclusion please go to [click here](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2)

**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.