

## Job Profile

**Job Title: Portfolio Lead**  
**Job Grade: Level 5 Zone 2**

### Role Purpose:

- To lead strategy, policy, improvement & change in key areas of work across the organisation
- To lead on work with high levels of complexity or risk that deliver change across a portfolio
- To provide relationship management on strategy & change issues with senior officers and elected members
- To broker resources needed for staff & services to drive change
- To improve the way the organisation works to help people deliver the outcomes
- To help people think & work differently to test how to tackle issues
- To create spaces for people to share & apply lessons learned
- To support teams to accelerate, embed & scale the change as the strategies deliver impact
- To mobilise residents & organisations to work together to tackle the issues

The post holder will work flexibly to deliver the purpose above. Key outcomes will include:

- Develop innovative and effective policies and strategies to achieve key corporate priorities and outcomes
- Influence the political and senior leadership of the organisation, as well as residents and partners as appropriate
- Lead on organisational change, including management of transformation programmes
- Ensure that strategies & programmes embed change & lessons learned at pace
- Develop ways that enable staff, organisations & residents to be able to participate in the development of strategies & projects in an open & inclusive way
- Develop the capability of staff, organisations & residents to design, deliver, scale & evaluate strategies & change

### **People Management Responsibilities:**

The role line manages Senior Policy & Projects Officers and will also be required to manage staff and resource on individual projects or programmes of work for which they are responsible.

They will ensure appropriate training and development opportunities are available for their direct reports and have input into a service wide training offer.

The post holder will report to the Head of Strategy and be expected to deputise for them from time to time.

The post holder will work collaboratively with other members of Policy, Participation & Communications to ensure there is appropriate engagement and support for strategic priorities.

The role will embrace the ethos of a self-managed team, where resources are used flexibly to deliver agreed priority areas of work.

### **Relationships:**

The post holder will be expected to develop and maintain relationships at senior levels across the organisation, with elected members as appropriate, partner organisations, government departments and customers as dictated by the projects, roles and tasks they will be carrying out. The post holder will also actively seek to make effective relationships with colleagues across the Policy, Participation & Communications service.

The role reports to the Head of Strategy. The role line manages Senior Policy & Projects Officers with portfolios of work.

The post holder may be required to attend weekend and evening meetings.

### **Work Environment:**

The post holder may be required to work in a variety of teams and workplaces. All staff work in an agile way in-line with Camden's move to a paperless and flexible work environment. The role will co-locate with services when working on specific strategies & projects.

### **Technical Knowledge and Experience:**

The post holder would be expected to have substantial experience of working in one or more of these areas and the ability to gain an understanding and knowledge of a number of others:

## **Knowledge**

- Extensive knowledge of the strategic challenges facing local places and of Camden the borough
- Understanding of and commitment to Camden 2025 – its values and its outcomes
- Demonstrable political awareness and judgement

## **Expertise**

- Demonstrable expertise in delivering impact across services & communities to embed change within a complex environment
- Demonstrable expertise in providing strategic advice to board level, senior officers and elected members
- Demonstrable expertise in managing people and resources, and being able to effectively plan & prioritise work

## **Behaviours**

- Walks in other people's shoes to better understand them and how they can support each other
- Brings people together around common issues and invests in people working in between organisations & communities
- Supports people to learn & share skills to help influence change back in their organisations and communities
- Commits to test out what they learn on the role and are supported to do so
- Recognises that situations change people, groups & places that create unexpected challenges & opportunities for change
- Prepared to be challenged by others & their own experiences of navigating change and see these as opportunities to learn
- Creates spaces to continuously test, review & refine how they work to manage risk in a changing environment