**JOB PROFILE**

**Job Title: Policy & Projects Officer**

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

**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 Policy & Projects Officer will work in the Supporting People Strategy Team. This is an important role to support the delivery of a range of programme, project, strategy, policy, improvement and change work to bring about effective and positive change across the organisation. This may involve working in a variety of disciplines and environments to deliver corporate and directorate priorities. There may be opportunities for the role holder to develop expertise in a specialist area over time, for example programme and/or project management or resident engagement.

The post holder is expected to develop and maintain relationships across the organisation, with Members, Senior Officers and with partner organisations and customers as dictated by the projects, roles and tasks that they will be carrying out. The post holder will also actively seek to make effective relationships with colleagues across the Strategy and Governance family and across all directorates.

The post holder will need to advise, influence and support senior officers and Members on specific projects or initiatives.

Example outcomes or objectives this role will deliver include:

* Providing flexible programme, project and strategy support to the service, in order to deliver corporate priorities
* Leading on lower risk project and strategic work, with support as appropriate from Senior and Principal Strategy and Policy Officers
* Support on complex change initiatives, taking ownership of specific workstreams or areas of responsibility over time.
* Working effectively with colleagues at all levels across the organisation, including elected Members, residents and partners as appropriate
* Contribution to evidence-based policy making through research and use of data
* Support effective performance management and reporting
* Support programme or project management of organisational change, including service review and redesign as required
* Assist the service with administrative tasks where required and appropriate

**About you**

The post holder will have an understanding of local government and will need to be able to understand, interpret and summarise or present a range of information and data, have good attention to detail as well as be able to deal with a range of complex and contentious matters whilst maintaining effective working relationships.

They will be a good communicator – in both verbal and written form - and be able to liaise with and build relationships with internal and external stakeholders of varying seniority including senior officers and members.

The post holder is expected to have some level of experience of working in one or more of these areas, and the ability to gain an understanding and knowledge of a number of others:

* Ability to use evidence to solve challenging problems and recommend solutions
* Post holder will need to take an innovative approach to their work
* Awareness or experience of using resident participation engagement techniques
* Ability to support service review and redesign
* Awareness of or experience of programme and project management tools
* Demonstrable experience of having supported programme and/or project delivery, monitoring and reporting and risk management

**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.

**Relationships**

The role sits in the Supporting People Strategy Team. The post holder will be largely self-managing with personnel management and professional development carried out within the Strategy 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 those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**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,