

**Job Profile**  
**Job Title: Organisational Development and Learning & Development Principal Officer**  
**Job Grade: Level 4 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. The OD and L&D service plays a critical role in supporting the organisation; creating the necessary conditions for the whole organisation, its people, processes and culture to deliver, as effectively as it can.

**About the role**

A successful Organisational Development and Learning and Development Principal Officer must set their sights high. We want only the best for Camden and the OD and L&D service. You need to be able to bring fresh ideas to the service and challenge the status quo – this is how we work in Camden.

You will understand the role of Learning and Development, be able to see the big picture, join the dots and make links across the business while simultaneously keeping an eye on detail. Striking this balance and creating a positive environment for colleagues is critical. You will need to therefore be a strong collaborator and be able to evidence your ability to gain the trust and support of colleagues, partners and managers as appropriate. In this role you will:

- Lead, manage and participate in OD/LD projects to support delivery towards the service, team and organisation's purpose When managing projects / project teams ensure they are delivered within agreed timescales and meet specified requirements.
- Be able to navigate around a large and complex organisation to understand learning requirements and local arrangements, tailoring your approach accordingly.
- Be comfortable working across a wide range of stakeholders and be able to inform, engage influence, negotiate, collaborate and present information both formally and informally to be able to move the work forward
- Think analytically and be able to develop interventions for all levels in the organisation, using a human centred approach to ensure learning is accessible, innovative and at its most impactful.
- Use and apply well thought through approaches to our work in Camden for example using data, trend analysis and evidence to support professional thinking, provide critical challenge within the organisation and to inform continuous improvement.
- Design, facilitate and run workshops being comfortable to deliver in a face-to-face environment as well as online, and be able to deal with the unexpected and emotionally complex.
- Balance working at pace and managing multiple priorities, being flexible and adaptable to meet the needs of the business and be flexible and adaptable.

- Actively maintain a body of technical and professional knowledge related to organisation development and learning and development and use this to inform Camden's continuous improvement journey.

### **About you**

- 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.
- A clear understanding of the role of OD and L&D in an organisation. Proven track record of working in a L&D environment
- Significant experience of working in partnership with a range of stakeholders and developing and maintaining effective relationships.
- Experience of aligning L&D activities to support culture and behaviour change.
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- An ability to use data, evidence and research to inform activity, decision-making and challenge to the status quo as appropriate.
- Understanding of learning needs and acting on feedback. High standard of approaches to learning and development design, facilitation and coaching skills
- An ability to be innovative in delivering training and development for example, using a range of L&D methods including virtual and digital learning.
- Knowledge or experience of the curation of learning offers and procurement of learning including commissioning and contract management.
- Experience of driving projects forward and delivery of results on time and within budget. Able to formulate strategic short, medium and long-term project plans.
- Experience of producing reports and summarising complex information to inform and influence senior managers and stakeholders. Be comfortable with both quantitative and qualitative analysis

### **Work Environment:**

- The role is based in the Learning and Development and Organisation Development Service and will report to the Lead for Learning and Development
- The post is based at the Crowndale Centre but will also work from 5 Pancras Square. Flexible working, including home working, is encouraged in the service.
- The post will be very demanding, working to tight timescales and urgent deadlines. The post-holder will need to be flexible and able to adapt to changing demands and priorities

### **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](#).

**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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,