

School Organisation Project Officer Job Profile

Job Title: School Organisation Project Officer

Job Grade: Level 4 Zone 2

Salary Range: £41,952 - £48,663

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. Camden's Schools are an essential part of our offer to the community. All Camden's Schools are rated either Good or Outstanding. It is essential that we support our schools and fulfil our statutory duties ensuring that we have a sustainable school system that promotes high quality outcomes for all Camden's children.

About the role

The Council has retained a number of statutory Education functions that this role supports. These are supporting our Education Finance team in ensuring the financial sustainability and mandatory financial reporting from our schools. Supporting our school organisation function, ensuring that there are the right number of school places for our residents. Supporting our capital delivery teams with project based in schools. Supporting and helping to manage the relationship and commissioning arrangements with Camden Learning, our separate school improvement partner.

At wider level this role will support the implementation and development of policies that support the continued success of our schools and their pupils not least the implementation of new Camden Education Strategy.

You will spend a lot of time talking with schools, headteachers and governors supporting individual school-based projects and changes.

About you

You will have experience of managing projects within a Local Government or School environment and be confident in communicating with a range of professionals.

Specifically 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:

- Experience and understanding of local government
- Strong communication and report writing skills
- Ability to analyse and understand a range of information and data
- Ability to effectively use a wide evidence base to solve challenging problems

- Financial planning, development, implementation and monitoring
- Project and risk management

Work Environment:

We would anticipate a requirement to be in the Office 1-2 days per-week and a requirement to attend meetings at schools

People Management Responsibilities:

There are no management responsibilities

Relationships:

This post will be managed by the Head of Education Commissioning and School Organisation. Important relationships will be with Education Management Account, Camden Learning Finance Officers, Head of School Admissions, Capital Project Managers Schools and wider education stakeholders.

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). 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,