**Job Profile**

**Job Title:** Associate Project Manager

**Job Grade:** Level 3, Zone 1

**Salary Range:** £30,893 - £35,488

**About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. 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. As an Associate Project Manager, you can play a key role helping deliver our key Digital and Data priorities and ambitions.

**About the role**

This is an exciting role sitting at the heart of the Project Delivery Team within Digital and Data Services. With a range of exciting projects across the Council, the Associate Project Manager will play a key role in critical projects that help to deliver the outcomes set out in Camden 2025 and our Digital Strategy.

The Associate Project Manager will be expected to lead on small to medium technology projects through the project lifecycle and into support. There will also be the need to provide support to project delivery teams as well as assist in the management of suppliers and partners involved in projects, and in doing so mitigate any risks. Key responsibilities will also include drafting and managing project deliverables, contributing to project budgets, risk management, business cases and project reporting.

**About you**

The post holder will be expected to have an understanding of the project management lifecycle as well as project management methodologies, including agile. You 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.

Key requirements include:

* Experience of working on small to medium technology/digital projects
* An understanding of project management methodologies and the project lifecycle
* An understanding of the difference between waterfall and agile project methodologies
* An understanding of and ability to manage budgets
* Ability to self-organise, plan and prioritise
* Ability to monitor risk and suggest mitigations
* An understanding of methods and techniques associated with planning and monitoring progress of projects
* An understanding and experience of cross-functional and cross-organisational working

**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 but will be required to oversee staff/resources on individual projects for which they are the lead.

**Relationships:**

The role sits within the Project Delivery function within the IT Business Management Team. The post holder will be required to work closely with other project delivery colleagues including Project Managers, Programme Managers, Business Analysts and Senior Business Analysts. There will also be close working with other teams within Digital and Data Services and across the Council.

**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 other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**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,