

## **Job Profile: Project Manager - Afghan refugee response**

**Salary Range:** £41,952 - £48,663

**Job Grade:** Level 4, Zone 2

**Contract Type:** 12 Months Fixed-Term Contract

*This supplementary information for Project Manager – Afghan refugee response is for guidance for Job Level 4, Zone 2.*

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

### **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. This role is a 12 Months Fixed-Term role to support the Afghan refugee response.

### **About The Role**

This is a high-profile project that seeks to deliver multiple outcomes for Afghan refugees that are currently being accommodated in the borough. The post holder will be required to work across services to ensure that these outcomes are achieved. This will involve the accurate and timely reporting of information to senior internal audiences. The post holder will also be responsible for maintaining a strategic and operational relationship with the Home Office, which is responsible for the overall resettlement of refugees.

To achieve this the role will develop and maintain relationships across the organisation, with practitioners, managers, elected members, partner organisations, and residents as appropriate, as dictated by the projects, roles and tasks they will be carrying out. The project manager will use key project management tools to analyse issues identifying solutions, scope potential areas of work, and plan, deliver and monitor projects to ensure they are delivered on time, to budget and deliver the desired benefits.

Example outcomes or objectives this role will deliver include:

- Ensure that projects are evidence-based (referencing appropriate performance data) and realise their key benefits
- Report progress, risks and issues to senior managers

### **About You**

The post holder will have ~~substantial~~ experience of having successfully managed projects on time and within budget using sound project management methodology and tools in a complex environment. This will include working as part of a multidisciplinary team within a large organisation.

You will be a confident communicator with the ability to liaise with internal and external stakeholders of varying seniority. The ideal candidate will be able to draft key project documentation such as business cases, risk registers, and formulate realistic project plans in collaboration with key stakeholders and have experience of using these tools to plan, drive and deliver change.

### **Work environment**

The post holder may be required to work with a variety of teams and workplaces. This role is office based but staff are currently working remotely subject to Government guidance.

### **People management responsibilities**

The post has no line management responsibilities but the post holder will be required to manage staff/resource day to day on individual projects for which they are Project Manager.

### **Relationships**

The role sits within the Housing Support Services division. The post holder will be line managed by the Head of Temporary Accommodation as this service is playing a key role in the response. Their day-to-day direction and management while working on projects will be by the Head of Temporary Accommodation however, they will also be required to work closely with numerous service/business lead within Adult Social Care and Public Health.

### **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,