

## **Job profile: Principal Policy and Projects Officer**

**Job Level: Level 5 Zone 1**

**Salary Range: £46,756 - £54,238**

### **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.

### **Role Purpose:**

- To lead strategy, policy, improvement and transformation in key areas of work across the organisation – including driving and supporting the cross-cutting council-wide outcomes approach
- To lead on work with high levels of complexity or risk – including a range of projects to bring about effective and positive change across the organisation
- To work in a variety of disciplines and environments across the whole organisation to deliver corporate and directorate priorities
- To make intelligent use of data and research to measure and understand outcomes, inform decision-making and shape and improve service delivery.

### **Example outcomes or objectives that this role will deliver:**

The post holder will work flexibly to deliver the purpose above. Key outcomes will include:

- Development of innovative and effective policies and strategies to achieve key corporate priorities and outcomes
- Successful engagement with the political and senior leadership of the organisation, as well as residents and partners as appropriate
- Significant contribution to evidence-based policy making through effective use of research and intelligent use of data and information
- Lead on aspects of organisational change, including management of transformation programmes.

### **People Management Responsibilities:**

This post has no specific line management responsibilities but the post holder will be required to manage staff and resource on individual projects or programmes of work for which they are responsible.

### **Relationships:**

The post holder will be largely self-managing with personal management and development carried out within the service. The post holder will be expected to develop and maintain relationships at senior levels across the organisation, with elected members as appropriate, partner organisations, government departments and customers as dictated by the projects, roles and tasks they will be carrying out. The post holder will also actively seek to make effective relationships with colleagues across the Strategy and Governance family.

### **Work Environment:**

The post holder may be required to work in a variety of teams and workplaces.

### **Technical Knowledge and Experience:**

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
- Proven work ethic and initiative
- Ability to effectively use a wide evidence base to solve challenging problems
- Innovation and future thinking
- Engagement
- Strategic and financial planning, development, implementation and monitoring
- Data, research, performance management and monitoring – ability to handle large datasets
- Support for inspection
- Project and risk management

- Service review and redesign
- Ability to write clearly and succinctly for a number of different audiences
- Experience of session facilitation.

### **Qualifications**

- Qualification in a recognised project management or improvement discipline or experience commensurate with the requirements of this post

### **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 other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) 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](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.