

Job Profile

Job Title: North London Councils Business Manager

Job Grade: Level 4 zone 1

Salary Range: £38,297 - £44,424

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 North London Councils Programme is hosted by Camden Council and the programme is set up by the 5 North London Councils (Barnet, Camden, Enfield, Haringey & Islington).

The main aims are to deliver programmes of work that address shared priorities in partnership and to promote a strong local authority presence within North London's Sustainability and Transformation Programme Integrated Care System (ICS).

The Programme Team is a high profile, high performing team that is a key strategic partnership between the 5 Councils. In 2021 we won the national LGC award for Adult Social Care demonstrating the impact of our work.

About the role:

This role will support a range of business and performance functions to support the smooth running of the North London Councils Programme Team. We are an expanding team with a growing range of programme areas that have various priorities, governance structures and reporting requirements that you will help coordinate.

Areas of focus will include:

- Work with the Programme Director to support the coordination of functions across a busy team working across multiple programmes of work;
- Developing and administering a range of regular and one off performance collections and reporting across the 5 Councils and sequencing these with business priorities;
- Regular engagement with officers from across the 5 Councils around performance returns and project progress;
- Analysing data returns to check for accuracy, draw out trends and produce simple performance reports;
- Developing and maintaining a forward plan of key meetings and working with team members around agenda setting;
- Administering key meetings and developing mailing lists for key areas of work;
- Budget administration, such as tracking spend, forecasting and arranging purchase orders and invoicing;
- Supporting the Programme Director with elements of HR processes, such as recruitment;

- Support and coordinate elements of project planning.

The role will work with a wide range of people across the 5 boroughs and therefore will require someone that is able to form positive relationships with a wide range of people and is a clear verbal and written communicator.

The programme team support a range of planned predictable activity and also a range of more reactive work and therefore the role will require someone that has strong organisational skills and is able to respond to new or changing requests.

About you:

You will be practical, well organised and pro-active in responding to business requirements of the team and supporting us to run smoothly. You will be skilled at understanding organisational processes, such as budget reporting, HR and performance and working with colleagues to establish stronger structures within our team. By working with colleagues in the team to develop regular performance reporting you will help demonstrate the impact of our work and help us identify opportunities for improvement. You will be comfortable with data and able to undertake some analysis to spot changes over time and you will be interested in using data to understand how we are performing better.

You will be comfortable building positive working relationships with a wide range of colleagues both within the team and across the five boroughs. You will use your organisational skills to establish and administer programme groups, develop forward plans and help ensure the team are well prepared across different areas of our work and you will use good communication skills to support colleagues to keep on track of project areas and reporting. You will be comfortable attending a range of meetings with officers of varying seniority, keeping action notes and following up on reporting.

You will be comfortable responding to changing situations and tasks. The team work across a broad range of areas so there will be opportunities to develop new skills and areas of work where this is of interest and is possible beyond the core functions of the role.

Work Environment:

- This post is hosted by Camden Council at 5 Pancras Square. The team currently works largely from home, with in office working on average 1 day per fortnight (when covid regulations allow). This is subject to change in the future, though we will remain committed to flexible working that enables individuals to thrive.
- Laptop and equipment is provided for safe at home and office working
- The post-holder will work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

People Management Responsibilities:

- No people management responsibilities.

Relationships

The Business Manager will support the coordination of functions across the team and have regular engagement with officers from across the five Councils around performance returns and project progress.

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

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. 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). 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.