

Job Profile – Development Officer

Job Title: Development Officer

Job Grade: Level 3, Zone 2

Salary Range: £34,629 - £40,171

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 Community Investment Programme is our plan to invest over £1 billion in new council homes, schools and community spaces. We invest to ensure Camden is a place for everyone. We're proud to be building the first council homes in a generation, alongside homes of all types and tenures. The role of Development Officer supports this ambition through working positively with colleagues and residents.

About the role

The Development Officer role will support with redevelopment work in Gospel Oak Community Investment Programme (CIP) team. The role will have key administrative and finance responsibilities. The post also offers support around the communication with key stakeholder, residents and internal Council teams. The post will be active in understanding the various projects across Gospel Oak and an awareness of wider CIP schemes. The role will support with the financial management of projects through raising of purchase orders, payment of invoices and financial record keeping. The Development Officer role will offer both project and programme level monitoring and record keeping and ensuring data records and webpages are updated regularly.

About you

- Experience of processing financial payments and financial monitoring. Ideally experience using various IT packages including Cedar, E-Buy and Northgate
- Written and verbal communication skills, including the ability to present information, produce surveys and questionnaires
- Good people skills. Ability to represent the Council in public and interact with a wide range of audiences
- Organisational skills to manage a varied workload and prioritise effectively
- Understanding of research techniques including issues impacting on hard to reach groups
- Experience of a range of methods of consultation, engagement and involvement
- Experience in organising and minuting meetings at Board level
- Understanding of decanting residents and/or general housing management
- Experience in supporting projects and programmes involving complex technical building/repair and development issues
- Ability to work on own initiative and with minimal supervision

- Ability to deal sensitively and discretely with confidential matters.

Work Environment:

This is a hybrid working job and the candidate should be comfortable working from home and at times from office.

People Management Responsibilities:

This post does not have any line management responsibilities but will need to be comfortable working with a range of internal colleagues, consultants, contractors and community stakeholders in a matrix management environment.

Relationships:

The post holder will be required to develop relationships with a wide range of statutory and community stakeholders and partnerships, senior officers and members in order to seek opinion and translate these into opportunities to engage with and develop regeneration.

The postholder is responsible for having good awareness of and working in compliance with all Council policies, standards and requirements, legal and technical requirements, and recommended best practice, and proactively contributing to continuous improvement of the service.

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.