

## Job Profile

**Job Title: Supporting Communities Principal Policy and Projects Officer**

**Job Grade: Level 5 zone 1**

**Salary Range: £47,575 - £55,188**

### 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 Supporting Communities directorate is focused on creating the conditions for people to lead high quality and fulfilling lives in healthy, safe and resilient communities. Enabling a vibrant local economy creating an attractive, clean and safe environment and providing a range of leisure and recreational services are all part of this. The directorate is responsible for maintaining and developing our buildings and physical assets which also affect people's quality of life.

This is a unique, and exciting opportunity, to provide direct support to the Executive Director of Supporting Communities to deliver our ambitions set out in Camden 2025. In particular helping connect us to our communities and developing the shared endeavour.

### About the role

- The post works closely with the Executive Director on a daily basis - To lead on work with high levels of complexity or risk – including planning, co-ordinating or overseeing the programmes and projects to bring about effective and positive change across the directorate. Including being responsible for the logistics and operations of these programmes.
- To work in a variety of disciplines and environments across the directorate 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.
- Take a leading role in positively engaging and working with stakeholders, internal and external to the council.
- Work with Executive Support Lead to provide day to day support to the Executive Director/ help draft reports and briefings
- Is a key point of liaison between the Executive Directors office and the Chief Executive's office
- Critically this role provides support directly to the Executive Director both to respond to the Executive Directors request(s) for support but also pro-actively in order to ensure the Executive Director is kept advised, informed and briefed on a wide range of issues in an ever-changing environment.
- The role is often called upon to represent the Executive Directors and their views on a variety of policy or business critical issues as appropriate.

### About You

- **You are professional:** Understanding or awareness of data protection, risk management, safeguarding and confidentiality; and
- **You are dedicated to inclusion:** Commitment to, and understanding of, equal opportunities

- **You are relational:** you have experience of working directly with the public in a demanding environment and provide welcoming and knowledgeable support
- **You build great relationships:** you have excellent communication and interpersonal skills and are effective in working with colleagues, external partners and residents

**Work Environment:**

- At Camden we view work as an activity, not a place. We focus on performance, not presentism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.
- Regular time spent at 5 Pancras Square and across the borough.

**People Management Responsibilities:**

The role does not have any direct line management responsibility

**Relationships:**

Supporting Communities Directorate Management Team (DMT)

Camden Management Team

Elected Members

External and internal Stakeholders such as Voluntary Sector Organisations, Tenants and Residents Associations

**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**

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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,