

Job Profile

Job Title: Cabinet 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 the UK's fast-growing economy. We're home to the most important conversations happening today. We are making radical social change a reality so that nobody gets left behind. Here's where you can shape and influence a better future for us all.

Role Purpose:

To provide high level and high-quality executive and policy support to Cabinet Members of the Council.

Example outcomes or objectives that this role will deliver:

Enable and enhance the effectiveness of Cabinet Members and add value to their work by:

- Taking lead responsibility for ensuring the smooth running of Cabinet Members' diaries ensuring time is used to the best effect.
- Ensuring careful forward planning so that Cabinet Members can effectively discharge their duties. Including drafting briefings, preparing speeches and collating papers for meetings.
- Support effective operation of high-profile meetings including agenda planning, distribution and papers and minute taking and action logging.
- Using a high level of judgement to apply knowledge in ensuring that appropriate and relevant policy issues and their linkages are highlighted promptly to Cabinet Members and the Cabinet Office.

- Providing flexible administrative and policy support to the Cabinet Office in order to deliver Camden's priorities and support effective decision-making and engagement with citizens and stakeholders.
- Taking a lead on project and policy work, alongside the Cabinet Policy Manager.
- Provide effective and efficient high-level support in the management of correspondence, including inbox management, acting on emails as necessary and, using a high level of judgement, deciding on appropriate actions. Draft and review substantive responses ensuring that these are of high quality.
- Maintain a clear oversight of the Cabinet Members' diary to ensure that a high level of proactivity and judgement is used in prioritising the Cabinet Members' time.
- Maintain political awareness, sensitivity, confidentiality and discretion when undertaking the role and ensure extremely high levels of customer service are delivered.
- Build relationships with the organisation and proactively work with others across the organisation to request information, commission briefings and follow through to ensure they are delivered and are in an appropriate format.

People Management Responsibilities:

There are no line management responsibilities in this role.

Relationships:

The post holder will work closely with the Cabinet Office, Cabinet Members, wider elected Members, Members Support, Council Senior Officers and the Council's wider communications and policy teams, alongside the services relevant to the Cabinet Members' portfolios.

Work Environment:

This role will be office based, working in a political environment.

Technical Knowledge and Experience:

- High-level understanding of office-based systems and processes, including executive diary management and forward planning.
- Current knowledge and understanding of the national and local political environment.
- Good knowledge and understanding of the roles and functions of local government.

Skills

- Excellent organisation skills and the ability to work autonomously and effectively multi-task and respond to the changing priorities of the Cabinet Office.
- High levels of initiative commissioning work from others and the ability to follow through actions to ensure that progress is made and others keep to deadlines.
- Excellent working knowledge of Microsoft Office programmes (Word, Excel and PowerPoint) and the ability to quickly learn and adapt to changing use of IT to support changes in ways of working.
- Ability to read, understand and summarise policies for Cabinet Member(s).
- Ability to communicate effectively, negotiating and influencing with a wide range of stakeholders, whilst showing a high level of diplomacy and confidentiality in the provision of excellent customer care. Adapt style according to the audience and the needs of others.
- Ability to work flexibly, balancing competing priorities of self and others, to ensure that deadlines are met whilst understanding the needs, timescales and deadlines of others, enabling the delivery of organisational objectives.
- Ability to work under pressure, whilst maintaining strong attention to detail, and proactively use their initiative to make informed decisions and considered judgements.
- Ability to work as part of a team and manage the workflow to ensure that all aspects of work are managed with considerable attention to detail.

Experience

- Experience of working in a fast-paced, high profile support environment, providing executive support
- Experience in working with multiple stakeholders, including senior officials and partners.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we support our citizens and we'll redefine what a career can be. If that sounds good to you, we'd love to receive an application from you.

Is this role Politically Restricted?

This role is to assist the Cabinet Member in their roles as Cabinet Members. It does not therefore include providing any assistance to any political group/s.

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have an 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). 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.

Job Family

This supplementary information for Cabinet Officer is for guidance and must be used in conjunction with the Job Family Capsule for Strategy, Policy and Governance (Level 3 Zone 2). This is used 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.