

Job Profile

Job Title: Project Officer – Prevention and Wellbeing

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 Project Officer – Prevention and Wellbeing role is instrumental in the development and delivery of agreed activities that contribute to the upholding the principles and achieving the priorities in [Supporting People, Connecting Communities](#), Camden's strategy for Living and Ageing Well and Camden's Integrated Care Partnership priority on Neighbourhoods and Community Connectedness. This could include leading on projects which further our transformational plans and undertaking varied service development activities, which may include joint working with key partners and other Council services. The role also has a strong focus on delivering good quality information and advice. All work will be informed by research and best practice with activities being linked, but not exclusively, to early help or prevention, wellbeing and innovation.

About the role

- Work closely with Council Services, Integrated Care Board and Voluntary Community Sector (VCS) to lead on and implement projects related to the Adult Social Care (ASC) transformation, the Integrated Care Partnership and other areas including service development activities.
- Keep the external and internal online information and advice sites current: [Camden Care Choices](#) and the Adult Social Care Practice Guide. Develop these resources through research and collaborative working.
- Lead on the creation and updating of Adult Social Care guidance and procedures. This includes maintaining the existing guidance and in the coming year it is likely to have a strong focus on supporting embedding of our new Quality Assurance framework and new policy and guidance associated with ASC reform.
- Provide project management support to delivery leads and senior managers across ASC by leading on designated projects, managing key interdependencies, identifying risks and ensuring that key outcomes and objectives are delivered on time and to plan.
- Write and deliver reports to internal and external stakeholders as required to maintain successful project governance.
- Develop and maintain key partnerships to deliver key priorities.
- Support activities that would maintain the Council's WISH+ service.
- Look for opportunities to coproduce projects and activities with citizens and carers so lived experience is at the heart of all service practice.
- Within the context of the role be responsible for keeping abreast of best practice and national policy developments to inform plans – to enable Camden to be at the forefront of modern service design.
- Contribute to the continued understanding of the Prevention and Wellbeing Service and its work across all partners.

About you

- Ability to plan and prioritise work to manage conflicting priorities, meet delivery deadlines, targets and agreed work standards, with minimum supervision or direction from management.

- High degree of political sensitivity and experience of working with stakeholders, the wider community, the NHS and other external partners.
- Good understanding of the national and local drivers for Adult Social Care and Health.
- Project management experience including, understanding of project management principles, ideally within a health and social care context or similar environment.
- Advanced report writing and ability to synthesise and present complex information.
- Ability to provide specialist informed advice to senior managers and other decision makers.
- Excellent research and analytical skills: Including the ability to intelligently interrogate data and information, including financial, to identify themes and key trends and use this to inform key projects and work activity.
- Good relationship building skills, to develop, maintain and influence a wide variety of key partnerships and networks.
- Ability to work sensitively and with tact in difficult or contentious situations and manage expectations.
- Excellent customer care services with an understanding of diversity principles within a customer care context.
- Excellent ICT knowledge: Advanced PowerPoint and Word, Intermediate Excel. Use of MS Teams.

The following experience may be useful to the role but not essential as skills can be developed in the role:

- Developing and updating online information and advice platforms.
- Research and development of formal procedures and guidance.
- Ability to write and develop bids.

Work Environment:

Agile working. The role is based in Camden's 5 Pancras Square Offices. There may be times when you will work out of other offices such as the Greenwood Centre or other locations in Camden, including VCS organisations offices to attend meetings. A balance between these sites and working from home is required – with the expectation to be working in Camden more than outside of Camden in any given week.

People Management Responsibilities:

- The post holder may be required to undertake line management as part of their role, for example the management of an apprentice or support for the WISH+ service. Full management of these staff members will be required such as providing supervision, instruction, performance management etc.
- The post holder may also be required to manage resources, for example budgets, through the projects they deliver.
- The post holder will be required to deputise for the Prevention and Wellbeing Service Manager as required.

Relationships:

The role requires working collaboratively with all Adult Social Care services, including frontline social care practitioners and Commissioning, other Council services, Public Health, NHS, the Voluntary Community Sector and Camden citizens and their carers.

- **Internal** – to foster excellent working relationships within Adult Social Care and across the Council. Working with senior managers and decision makers in London Borough of Camden, including presentation of reports to senior management and elected members.
- **External** – to build effective working partnerships with residents, their family members or carers and with organisations across the borough and beyond.
- **External Bodies** – to work closely with the Integrated Care Board, other regulatory bodies and Voluntary Community Sector.

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.

Structure Chart:

