

Job Profile (Digital Planning)

Job Title: Digital Planning – Principal Delivery Officer

Job Grade: L4 Z2

Salary Range: Starting salary £42,687 rising to £49,515 through annual increments

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.

We're looking for officers to join the Digital Planning Team at Camden, which is partly funded by Department for Levelling Up, Housing & Communities (DLUHC).

You will work on the council's digital planning innovation programme, with a particular focus on the Reducing Invalid Planning Applications (RIPA), Back Office Planning System (BOPS) and Digital Planning Notices projects. These pilot projects form part of the Government's ambitions for a digitally transformed planning system which it set out within the Planning for the Future white paper and the Levelling Up and Regeneration Bill.

We want to use digital innovation to make planning more open, accessible to the whole community, and make processes more efficient. You will work closely with citizens, suppliers, other Local Authorities, and DLUHC, to innovate and deliver internal and external digital planning projects, while securing the Camden's objectives set out in [We Make Camden 2025](#).

This is a Fixed Term Contract / Secondment opportunity until July 2023 with the possibility of an extension.

About the role

You will work as part of a multidisciplinary team to deliver digital innovation planning projects across the planning service. Using Agile working principles, you will work closely with the Digital and Data Services (DDS) team to develop, implement and test new software with DLUHC, external delivery partners, and other partner councils. Using user centred design principles and regular user testing, you will also support and progress other digital projects including digital planning site notices, reviews of spatial data, ensuring availability of open planning data, and helping the policy team consider the impact of digital innovation on the Local Plan review.

As the **Principal Delivery Officer**, you will be driving the day-to-day work of the project. Reporting to the Lead and Product Owner, you will be responsible for project promotion both internally and through external channels, co-ordinating comms teams from different stakeholders and DLUHC. You will need to assist the Lead and Product Owner in procurement of services and suppliers when needed to support projects. You will advise in detail on technical planning matters and source expert advisers where necessary. You will work closely with the service designers, product developers, and content designers, to advise on content and structure of digital products, making sure users are at the centre of the product development. You will ensure user testing and accessibility testing succeed in making the outputs of the team's work inclusive and reduce discrimination and disadvantage. You will prioritise feature development and

projects and ensure legal compliance for the work we do, including legislative planning requirements and information handling such as data protection issues. You will need to co-ordinate and manage other officers to ensure research for the projects is accurate and fed into the work of design teams.

About you

As the Principal Delivery Officer, you should have:

- Experience of mentoring or managing people, and co-ordinating projects or teams with people across different disciplines.
- Detailed working knowledge and experience of planning across appeals and a full range of application types, as well as the processes involved.
- Good knowledge of digital platforms, IT systems, and planning applications processes, particularly as they relate to back-office systems and public engagement in planning.
- An understanding of user-centred service design and building digital services with IT professionals.
- Working experience and understanding of Agile principles and use of agile ceremonies and tools such as stand-ups, retrospectives, show & tells, Kanban boards (e.g. Trello).
- Ability to self-organise and prioritise work in a fast-moving project with constantly changing deadlines.
- Experience of working with user researchers and user testing, and application of its results.
- Experience of working with content designers to translate complex technical planning information for user friendly interfaces.

Work Environment

The role will involve hybrid working with a mix of office-based working (mainly in 5 Pancras Square) and remote working. You will be expected to have one to two days in the office per week with the core team, but you will take a flexible and adaptable approach.

People Management Responsibilities

The team will operate as a self-organising team with a flat structure. However, you will need to co-ordinate and provide direct support to other officers within the council, and other partner councils.

Relationships

You will work with the Strategic Digital Project Lead and others across the service to report to the Senior Project Sponsors – the Head of Development Management and the Head of Applications (in Digital and Data Services “DDS”) – with regular updates to the Chief Planning Officer.

The core team will include the following, as well as other supporting officers in DDS and the planning service:

Planning

- Strategic Digital Projects Lead
- Digital Planning Lead and Product Owner
- Digital Planning Principal Delivery Officer
- Digital Planning Delivery and Support Officer

DDS

- Integrations and Senior Analyst (DDS)
- Integration and Data Support Apprentice (DDS)

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

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 other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. 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,

