

Job Profile

Job Title: Elections Project Manager

Grade – Level 4 Zone 2

Salary Range: £42,687 - £49,515

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.

About the role

We need someone to lead on the bringing together of a comprehensive project plan for the running of elections both local and national. This will, in particular for local elections, go beyond the election itself and cover the induction and offboarding of departing members, member induction and the many related issues. In addition, and in parallel will be the preparation of a project plan for the running of a general election – appreciating that they can be called at short notice.

Camden has an admirable record of running elections but has not yet brought this learning together in a document which can have legacy value. Such a document covering both elections and for local elections the varied related activity will be an extremely useful document for future elections. The document should cover the procedural and practical steps in detail but also look to reflect our corporate approach and ability to harness the work of stakeholders across council and hold them to account. While the main driver of a successful election is our elections team they are perhaps our biggest corporate event and require a corporate effort if they are to be entirely successful.

About you

- You will have successfully managed projects including research, engagement, attention to detail, through to clear and concise conclusion
- Strong planning and organisational skills and the ability to ensure the smooth-running systems and processes

- You will be able to successfully engage consult, collaborate and influence colleagues upwards and across the organisation in order to improve impact
- You will make intelligent use of information and data to measure outcomes, inform decision-making when making recommendations to shape and improve service delivery.
- You will have experience of bringing together project plans and or procedural documents and have the ability to present these in a format that is easy to understand
- Knowledge of how local government operates and the running of elections would be helpful
- You will be a self-motivated and a proven work ethic and initiative, as this role will be largely self-managing.

Work Environment:

Officer based but subject to Camden's flexible working policies.

People Management Responsibilities:

There are no line management responsibilities

Relationships:

You will work directly to the Borough Solicitor but with significant input from the Elections Manager and the Elections team, the Committee Services Manager and the Head of Member Support.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

No

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,