

Job Profile

Job Title: Partnership and Development Officer

Job Grade: Level 4, Zone 1

Salary Range: £40,652 to £46,779

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. As the Partnership and Development Officer, you will play a key role in helping us make a private rented sector that works in Camden.

About the role

The role sits within the Private Sector Housing Service. The aim of the role is to lead on the development and delivery of a broad range of strategies, policy initiatives to improve housing standards within the private rented sector. The post-holder will be expected to lead on developing, establishing and maintaining strong working relationships with landlords, managing agents, tenants and stakeholders within the private rented sector. A key objective will be to build on existing forums and proactive working to raise awareness of responsibilities and rights for all parties.

The postholder will be innovative in their approach, able to drive change in a positive way, and have a clear understanding of the challenges faced by tenants within the private rented sector.

Example outcomes or objectives that this role will deliver

- Take responsibility for building and maintaining relationships with landlords and tenants within the private rented sector.
- Lead on the development and effective implementation of strategic plans to create a proactive relationship with landlords, managing agents and tenants within the private rented sector.
- Plan, arrange and facilitate forums for landlord, managing agents and tenants, with the aim to inform and improve understanding of responsibilities and rights.
- Working collaboratively with relevant stakeholders, lead on developing and maintaining the Camden Private Renters website, ensuring advice is updated.
- Support the service manager on development and implementation of service performance monitoring and outcomes. Working with Operation Managers and staff to ensure procedures and mechanisms are in place to capture and enable reporting.
- Lead or support ad hoc projects in response to legislative changes or council initiatives.

About you

- Ability to work collaboratively with elected members, senior managers and internal/external stakeholders in a complex multi-agency environment.

- Responsible for managing, developing and delivering specific and cross-service projects, policy, research on areas of expertise and/or functional activity relevant to Private Sector Housing.
- Excellent written and verbal communications skills, with the ability to present complex information and recommendations in a clear manner to a range of audiences
- Good understanding of the national and local drivers for improving and maintaining standards within the private rented sector.
- Ability to work on several projects concurrently with a significant amount of autonomy and to effectively organise workload.
- Ability to liaise with statutory organisations (e.g. DLUHC) as well as engage and maintain relationships with landlord and tenant groups and voluntary organisations.
- Ability to intelligently interrogate data to identify key trends and use data to inform key projects and work activity.
- Lead on developing and maintaining a vision for quality and continuous service delivery improvements and associated culture with a strong focus on customer service and outcomes.
- Keep abreast of all relevant new and draft legislation, advice and other developments relevant to the post.
- Demonstrate political awareness and sound judgement

You may also have:

- BSc/MSc or Diploma in Environmental Health.

Work Environment:

- Whilst the service is primarily based at our office in 5 Pancras Square, N1C 4AG, Camden operates a hybrid approach whereby the post holder may be required to work both in the office and from home as determined by service requirements.
- The post holder will be expected to work independently and will be seen to apply sound judgement and a commitment to delivering excellence and a high-quality service to community of Camden.
- The post holder is required to work in a busy and demanding office environment with competing demands and priorities, working flexibly to meet individual and service objectives.
- The post holder will work in an agile way in line with the Council's move to a flexible and paperless work environment, prioritising their work within the empowered and enabled team culture, recognising and utilising the expertise of others where appropriate.
- All employees are expected to observe the Council's Health and Safety Policy and safety legislation whilst carrying out the specific duties and responsibilities of their post.

People Management Responsibilities:

The post holder will be line managed by the Private Sector Housing Service Manager. Work with other Operation Managers and Principal Officers to ensure a coordinated service delivery and build relationships with colleagues.

Whilst the post currently has no line management duties, the post holder may be required to manage staff/resource on individual projects for which they are responsible.

Relationships:

This role will be expected to identify, build and sustain effective partnership relationships with colleagues and a range of stakeholders (internal and external to the Council) acting as a point of expertise, which support the delivery of outcomes and meet the services priorities. Key contacts are likely to include:

- Private sector tenants and landlords
- Cabinet Members and ward councillors
- Contact Camden
- Directorates and services across the Council; specifically Legal Services, Housing Needs
- Government Departments and other Local Authorities, especially the Department for Levelling Up, Housing and Communities and Greater London Authority
- Third sector groups (e.g. Camden Federation of Private Tenants, Shelter)
- Government agencies
- Local and national businesses / business representatives
- Police

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?

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.