

Job Profile - Inclusive Economy Project Officer

Job Title: Inclusive Economy Project Officer

Job Grade: Level 4 Zone 2

Salary Range: £45,042 - £51,870

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

To support the development and delivery of the Council's approach to Inclusive Economy, developing our strategic relationships with business to deliver the aspirations of Camden 2025 and Our Camden Plan. The role will work flexibly to support the Inclusive Economy management team and work with communities and agencies to design and deliver key projects around employment, skills and business engagement and support.

Our Inclusive Economy Project Officers get involved in the full range of activities the service delivers. On any given day you could be;

- Briefing members about developing policy or projects, using data to support proposals for initiative design
- Convening the borough's business board and planning agendas that ensure our work is informed by some of the most exciting businesses and institutions in the world.
- Running a workshop with training providers and citizens to test an idea or approach
- Meeting a project or programme evaluator to talk about what success looks like and how to measure it
- Visiting a high street to assess vacancy levels and to plan pop up or meanwhile activity
- Writing a brief to test the market for a partnership with an affordable workspace provider
- Meeting the developer of a large, central London workspace and housing scheme to talk about how to work together to deliver social value and opportunity for Camden's residents and small businesses
- Supporting teams across the council to develop good quality work experience placements for Camden's young people

- Representing Camden and the work of the team at regional or sub regional meetings of organisations like London councils or Central London forward

About you

- Up to date knowledge of a broad range of economic development policy, strategy and delivery including business support and development, employment, skills, enterprise and labour market issues
- Strong analytical capability and able to take a strategic approach
- Political sensitivity, judgment and ability to work on agendas business leaders, public sector leaders and politicians
- Ability to work proactively, creatively and flexibly, responding to business evidence and needs and lobbying funders and other agencies
- Excellent communication, presentation and influencing skills that can be used at a range of levels including private sector partners, senior managers, service providers and service users ;
- Diplomacy skills, including the ability to establish and maintain good working relationships with a wide variety of people
- Excellent organisational skills and the ability to forward plan and manage multiple tasks to tight deadlines.
- Good project development, management and monitoring skills;
- Able to demonstrate Camden's Ways of Working

Work Environment:

The role will be based in the London Borough of Camden offices, 5 St Pancras Square, in the heart of the King's Cross Central development. It is a hot desking environment.

The role requires a significant amount of contact with a wide range of partners through strategic relationships, often in meetings in and outside of the council.

People Management Responsibilities:

The Inclusive Economy team operates a matrix management approach with project officers working to a number of managers depending on the area of work/project. Postholders manage other officers on particular projects and take line management responsibilities for apprentices or Kickstarters employed by the service.

Relationships:

Supporting the Inclusive Economy team to manage the communication of key objectives and outcomes with elected Members, senior management and partners.

Will need to build relationships with a wide range of business, public service and employment and skills partners across the public, private and voluntary sector.

To build and develop relationships with a range of internal services in business facing services and those relevant to employment and skills services

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,