

Head of Cabinet Office

Job Level and Salary Range: Level 6, Zone 1; £59,865 - £73,166
Work Location: 5 Pancras Square, London, N1C 4AG with home-working arrangements
Hours per week: 37 Hours Per Week
Contract Type: Permanent, Full Time
Closing Date: 4th June 2021
Interviews to be held:

Alternative flexible working options available/open to discussion

Camden has a proud rebellious spirit and history of bringing people together to achieve social action and radical change. Home to the UK's fastest growing economy, it's a borough that believes that everyone should have the chance to succeed and that nobody should be left behind.

We are seeking a highly engaged and proactive person to lead the Cabinet Office. This is an exciting and fast-paced role at the heart of the Council, leading a team of committed staff to engage, collaborate and communicate with members, colleagues, partners and communities.

The role

The Head of Cabinet Office will provide strategic advice to help ensure that the Leader and Cabinet are able to deliver their vision for Camden. Excellent relationship and team building skills are essential to work closely with colleagues across the Council, influencing policy and projects important to the Leader and Cabinet. A creative, problem solving mindset is a must, alongside a passion for making radical social change a reality.

This Head of Cabinet sits within the Participation, Partnerships and Communications team alongside the Chief Executive's Office, recognising the collaborative nature of the role and focus on deepening our participatory work with communities. This is an exciting time of change and innovation as Camden responds to the challenges of the pandemic and makes plans for renewal. Leading the Cabinet Office team, you will help support Camden to deliver our organisational vision for a fairer, more equal, more sustainable and accessible Borough.

About you

You will have experience of leading teams and working with senior leaders and stakeholders, and be passionate about growing and developing staff to bring their whole selves to work. You will also have a creative, problem solving mindset and be able to lead complex programmes of work.

You will have an understanding of the challenges facing local government and be proactive in scanning and identifying challenges and opportunities facing Camden and the wider sector. Alongside this, you will be confident and comfortable working in a highly visible role, communicating the ambitions and vision of senior leadership.

The right individual will also have a strong understanding of the political environment, and the role of the Cabinet Office in supporting the Leader and Cabinet as non-political staff.

For more information please refer to the job profile.

Working for Camden

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To discover more about Camden and our commitment towards diversity, equality and safeguarding, please visit our [recruitment website](#)

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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 let our recruitment partners at Starfish Search know.

Politically Restricted

This is a politically restricted post which means the post-holder cannot have an active political role. For a list of all politically restricted roles at Camden click [here](#).