

Head of Cabinet Office Job Profile

Job Title: Head of Cabinet Office

Job Grade: Level 6, Zone 1

About Camden

Camden is a place where we believe that everyone should have the chance to succeed, nobody should be left behind and everyone should have a voice.'

Camden is changing on the inside to make life better for everyone. We are building a place where everyone can thrive, by making our borough the best place to live, work, study and visit. We're home to UK's fastest growing economy and we're committed to making radical social change a reality, Here's where you can help decide a better future for us all.

About the role

We are seeking an engaged and proactive individual to lead the Cabinet Office. This is an exciting and dynamic role at the heart of the Council, working as part of a small team to engage, collaborate and communicate with members, colleagues, partners and communities.

The Head of Cabinet Office will provide strategic advice and leadership to ensure that the Leader and Cabinet of the Council are able to deliver their vision for Camden. The Head of Cabinet Office has oversight of the support to the Leader and Cabinet to ensure they are able to make effective decisions and able to work in partnership with citizens, businesses and communities. The Head of Cabinet Office works with colleagues across the Council, taking a leadership role to influence policy and projects important to the Leader and Cabinet.

This role will sit within the Participation, Partnerships and Communications team alongside the Chief Executive's Office recognising the collaborative nature of the role and the team, the focus on deepening our participatory work with communities and on communicating the Leader and Cabinet's vision for Camden to partners and citizens. The Head of Cabinet Office will be leading

and overseeing work at an exciting time of change and innovation, responding to the challenges of the pandemic and helping 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, supporting them to bring their whole selves to work;
- You will have a passion for making things better, bringing new ideas and creating spaces for others to share challenges, ideas, best practice;
- You will have a creative, problem solving mindset, able to lead complex programmes of work and create confidence and trust with elected members, senior leaders, partners and citizens;
- 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;
- You will be confident and comfortable working in a highly visible role, communicating the ambitions and vision of senior leadership, providing critical challenge and leading new and emerging pieces of work;
- You will 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;
- You will be responsive and proactive, recognising both the administrative and strategic elements of the role and the office, and valuing the delivery of excellent support services to elected members alongside providing strategic advice and support; and
- You will be comfortable with complexity and change, and draw in the expertise and experience of others to solve emerging issues and harness opportunities.

People Management Responsibilities:

The Head of Cabinet Office will line manage the Executive Assistance to the Leader, Executive Assistant to the Deputy Leader and the Cabinet Policy Manager, within a wider team that provides administrative and policy support to the Leader and Cabinet.

Relationships:

The post holder will work closely to collaboratively lead the Cabinet Office, working closely with Cabinet Members, wider elected Members, Members Support, the Chief Executive's Office and CMT and the Council's wider communications and policy teams, alongside the services relevant to the Leader and Cabinet Members' portfolios.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. This role is at the heart of the Council, and you will help define how your skills and experience can best support the senior leadership of the Council. 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](#).

This role is to provide strategic support to the Leader and Cabinet Members in their roles as the executive of the Council. It does not include providing any assistance to any political group/s.

As these are politically restricted roles and amongst other things the successful candidate will not be able to:

- Stand as a candidate for publicly elected office, unless the employee resigns prior to announcing his or her candidature.
- Act as an election agent or sub agent for any candidate for election.
- Hold office in a political party.
- Canvass at any elections.
- Speak or write publicly with the intention of affecting public support for a political party

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 those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

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,