



JOB DESCRIPTION

POST: Head of Strategic Policy, Performance, and Improvement

DEPARTMENT: Customer

REPORTING TO: Director for Customer, Digital Transformation & Improvement

RESPONSIBLE FOR: 13 staff

Grade: 8

MAIN JOB PURPOSE:

The post holder will lead a high quality and proactive policy, performance, risk, insight and improvement team and provide strategic advice and support to the Senior Leadership Team and joint council Leaders.

The post holder will give advice, analysis and support on policy and strategy development to SLT and lead members, help to develop the strategic direction for the councils, including leading on business planning ensuring that performance, risk and finance are integrated working closely with the Corporate Manager Finance. The post will lead the Outcomes Framework and performance management arrangements and support performance improvement and provide advice to ensure the councils' statutory equalities responsibilities are met.

The post will also manage a continuous improvement team and lead change and transformation across Babergh and Mid Suffolk. They will also take responsibility for strategic risk management and develop an approach to service risk management.

The post holder is responsible for developing a strong evidence base for Babergh and Mid Suffolk to support the councils shared priorities and will manage a small team of research and insight specialists.

DUTIES AND RESPONSIBILITIES:

1. Lead a high quality and proactive policy, performance, risk, insight and improvement team and provide strategic advice and support to the Senior Leadership Team and joint council Leaders.
2. Work with SLT and lead members to provide advice, analysis and support on policy and strategy development and develop medium- and long-term policy and strategy for the council.
3. Advise SLT and Cabinet members on the implications for Babergh and Mid Suffolk arising from major cross-cutting policy and legislation changes.

4. Lead on business planning ensuring that performance, risk and finance are integrated working closely with the Corporate Manager Finance and the Performance and Business Planning Lead and the Risk Management Lead.
5. Lead responsibility for the design, adaptation and utilisation of corporate performance information systems working with the Performance and Business Planning Lead and the Performance Report Developer.
6. Develop a service plan for the team that contributes to the delivery of the Corporate Plan and set, monitor and review specific team and individual objectives to ensure outcomes are delivered.
7. Manage a continuous improvement team and lead change and transformation across Babergh and Mid Suffolk working with SLT to agree a corporate improvement programme.
8. Take corporate responsibility for strategic risk management working with the Risk Management lead to develop the joint councils approach to risk management including the development of service risk management.
9. Lead the development of a corporate evidence base for Babergh and Mid Suffolk to support the support the delivery of the Corporate Plan and shared priorities working with the Research and Data and Insight officers.
10. Ensure that both councils comply with equalities legislation and advise on service equalities, including Equality Impact Needs Assessments and ensure Cabinet Reports adequately reflect equality considerations.
11. Manage and develop the team, through regular 1-1s, PDRs and development providing opportunities for delegation and ensuring team well-being.
12. Promote new innovative ways of working and facilitate change by ensuring buy-in and support at all levels of the service.
13. Actively manage relationships with key stakeholders including the Joint Leaders, Chief Executive and SLT as well as external stakeholders.
14. Develop and maintain external policy networks which will advocate for Babergh and Mid Suffolk and support Babergh and Mid Suffolk in developing innovative policy, improvement and insight solutions.
15. Enhance the reputation of Babergh and Mid Suffolk and showcase our good practice through awards development and representing the councils at external meetings and events.
16. Work in partnership as required, developing relationships that are in the councils' interests and benefit communities/customers, maximising the benefits of joint and collaborative approaches –supporting both strategic and operational priorities.
17. Be an Ambassador for the councils, promoting Babergh and Mid Suffolk as a place, and helping to develop strong communities.
18. Accountable for very large expenditure on an agreed budget where there is discretion to influence spending.

Additional information

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. No
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. No

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<p>REQUIREMENTS The postholder must be able to demonstrate:</p>	<p>MEASURED BY: A Application form I Interview T/P Test/Presentation</p>
<p>EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i></p>	
<p>Relevant degree in subjects such as public policy, performance management, change or business. A Masters level qualification such as MPP, MPA or MBA are desirable.</p> <p>Plus considerable breadth and depth of post-qualification experience in policy, performance, change and insight environments ideally in a council setting.</p> <p>Detailed knowledge of other specialist areas such as risk management and equalities are desirable.</p>	<p>Application Form/Certificates</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i></p>	
<p>Significant experience of working with senior leadership teams and elected members to provide advice, analysis and support on policy and strategy development and on the development of medium- and long-term policy and strategy for councils.</p> <p>A demonstrable understanding of Babergh and Mid Suffolk's corporate priorities and the main factors impacting change in local government.</p> <p>Significant experience of leading a diverse team of policy, performance, change, risk and insight specialists</p> <p>Demonstratable experience of advising senior managers and Cabinet members on the implications for councils arising from major cross-cutting policy and legislation changes.</p> <p>Significant experience of leading business planning ensuring that performance, risk and finance are integrated.</p> <p>Demonstratable experience of developing operational plans such as service plans that contribute to the delivery of the Corporate Plan.</p> <p>Demonstrable experience of leading change and transformation at organisational level while managing strategic risks.</p> <p>Experience of strategic and service risk management.</p> <p>Experience of leading service reviews to deliver transformation and innovation.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

Experience of presenting complex information in an innovative and engaging way to a range of senior stakeholders.	Application Form/Interview
SKILLS/ATTRIBUTES	
<i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
<p>ESSENTIAL Ability to understand, recommend and articulate policies and strategies.</p> <p>Ability to gain a deeper understanding of specialist subjects as required by the role.</p> <p>Demonstrable ability to advocate confidently on very complex and sensitive issues.</p> <p>Ability to understand, interpret and present information from a variety of sources and use them to identify areas for improvement.</p> <p>Very highly developed politically astute influencing, negotiating and persuasive skills to convince others to adopt policies and courses of action they might not otherwise wish to take.</p> <p>Ability to provide advice and guidance on very complex and highly contentious matters to councillors and committees across both councils on specialist issues to ensure the councils' reputations are established.</p> <p>Ability to initiate, foster and enhance influential and productive working relationships.</p> <p>Ability to lead a team and manage performance and develop staff setting clear direction and vision in an inspiring way.</p> <p>High degree of ability to produce clear, easily understood, logical and grammatically correct briefing and other written communications.</p> <p>Ability to use the Microsoft suite of packages with advanced excel</p>	<p>Application form / interview</p> <p>Application form/interview</p> <p>Application form/ interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p>
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP

EQUALITY AND DIVERSITY

Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).

A/I

Our Values
...we believe in

OUR CUSTOMERS **BEING AMBITIOUS** **TAKING OWNERSHIP** **BEING OPEN and HONEST** **OUR PEOPLE**



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.