

JOB DESCRIPTION

POST TITLE: Strategy & Policy Manager

GRADE: 12

DIVISION / UNIT: Policy, Partnerships & Performance

DEPARTMENT: Strategy & Communities

REPORTS TO: Head of Policy, Partnerships & Performance

PURPOSE OF THE JOB

- To lead a multi-disciplinary team of Strategy and Policy officers that will draw on research, data and evidence-based intelligence to develop innovative approaches to some of the most pressing challenges facing the borough, ensuring residents and communities' needs are at the centre of shaping activities and stronger collaborative working with strategic partners.
- To drive the design of evidence-based strategy and policy, using participatory methods to involve a range of stakeholders, developing evidence packs capturing emerging ideas, innovative and best practice, and ensure that council-wide strategies, policies and plans are consistently aligned and creates a coherent framework to council goals and priorities.

PRINCIPAL ACCOUNTABILITIES

1. Lead the delivery of a first-class Strategy and Policy function for the council with a high-performing team.
2. Enable delivery of key council priorities, ensuring that council-wide strategies are a consistent, aligned and coherent framework to policies.
3. Manage, develop and organise the council's strategy and policy service area ensuring the delivery of the service meets all council, professional and legislative requirements.
4. Keep abreast of latest policy ideas and best practice across areas of interest in the public sector, risks and issues and working to ensure plans and mitigations are in place, and identifying opportunities for the council to deliver on its strategic priorities.
5. Lead policy development projects and deep dives into key and emerging issues, including innovative ideas and generating new solutions to tackle issues. Facilitate the design of evidence-based strategy and policy development, using participatory methods to involve a range of stakeholders.
6. Lead the strategic input across council for a wide portfolio of complex policies and projects, driving them forward and championing the insights and outcomes.
7. Provide evidence packs capturing need and impact assessments, emerging ideas, innovative and best practice in policy development.
8. Provide key leadership across the council through the provision of advice, briefings, position statements, discussion papers.
9. Manage the pipeline of complex strategy and policy work, ensuring that resources are well-managed and used effectively and that all work is aligned to organisational priorities.
10. Provide urgent specialist support and advice to enable senior officers, council departments and the Cabinet as needed.
11. Foster relationships and collaborate with key stakeholders internally and partners across the borough and region to stay connected and share knowledge, to gather insights and ensure policy alignment.
12. Constantly innovate and develop the team, ensuring it leads on the curation of cross-council community of practice within its specialisms within the council services. Ensuring they are inspired to work collaboratively, transparently and share knowledge.

JOB CONTEXT / REPORTING

The Policy, Partnerships and Performance service brings together the teams which drives and promote coherent corporate strategy, policy and plan development aligned to council priorities, business intelligence and performance data that enables transparency and continuous improvements through building of evidence-base and external lens, and strategic partnerships management that co-ordinates, aligns and embeds Southwark's strong organisational, place and political leadership through common partnership goals.

The Strategy and Policy team generates strategy and policy responses to the changing political landscape in Southwark. They will use expertise which exists across the council and beyond to help shape our response in a way that will have greatest impact on meeting residents and communities' needs. They will hold the organisation's strategy framework and enable it to focus on delivery of its key strategic priorities.

Reporting:

The post holder will have line management responsibility.

Financial Responsibilities

Appropriately manage any resources delegated to the team.

GRADE/CONDITIONS OF SERVICE

Grade: 12

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

Must be able and willing to work outside normal office hours as required, such as evening meetings, but this will be subject to agreement, where possible.

This post is politically restricted under the Local Government and Housing Act 1989

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
Educated to degree level or equivalent standard in politics, sociology or economic related fields	E	S
Relevant project and/or programme management skills or qualification e.g. Prince2	E	S
Excellent understanding of the issues facing local government and the way in which local government broadly operates.	E	S/I
Good understanding of performance management and knowledge of quality/improvement tools and their application, you will have an analytical and creative mind which is able to identify new and more impactful ways of working with data.	E	I
Experience:		
At least 3 years' experience of strategy or policy development in central, local government, public body or think tank. Familiarity with the UK government structures, and policy-making processes.	E	S/I
Working in a political environment, including working at any layer of government, within a political party or for the holder of a political office	E	I
Experience of developing strategy and policy through consultation with key stakeholders, from initiation through to implementation and evaluation.	E	S/T
Experience of managing multiple high-profile projects and programmes, meeting tight deadlines and adapting effectively to changing priorities	E	S/T
Partnership working with a range of public or private agencies.	E	I
Working with residents/stakeholders to meaningfully shape strategy development	E	I
	E	
Aptitudes, Skills & Competencies:		
The capability of working with cross-functional teams and a number of key internal and external of stakeholders, as well as implementing plans to achieve solutions.	E	I
Ability to influence and negotiate, and build rapport with internal/external stakeholders; build relationships with stakeholders at all levels, fostering collaboration and consensus, including the management of staff	E	I

