

<b>Role Title</b>	<b>Joint Strategy Policy and Insight Manager – Grade 3</b>
<b>Role Purpose</b>	<p>Act as a lead officer on strategy and policy, corporate insight and intelligence, integrated business planning, performance and risk management and the corporate programme management office for GBC and WBC.</p> <p>To develop, communicate and deliver effective strategy, policy, performance monitoring, risk management and projects and programme governance frameworks that underpin GBC and WBC corporate plans.</p> <p>Lead an effective and professional strategy, policy and insight team across both councils ensuring a high quality of service delivery.</p>
<b>Role Specific Accountabilities</b>	<ul style="list-style-type: none"> <li>• To manage and deliver an effective Strategy, Policy and insight function including the adequate resourcing of the Service, through development and delivery of the Strategy and Corporate Services service plan.</li> <li>• Be accountable for the Strategy, Policy and Insight team creating and maintaining excellent relationships with its key customers acting as an escalation point for serious service delivery issues.</li> <li>• To work with key stakeholders and articulate both Council's priorities, develop strategies, policies and partnerships to deliver both councils strategic priorities and outcomes.</li> <li>• Own the corporate approach to integrated business planning on behalf of the Assistant Director of Strategy and Corporate Services, ensuring alignment with Finance budgeting and MTFP processes; and ensuring that effective performance monitoring takes places on a regular basis</li> <li>• To act as the Lead Officer for various strategy, policy and performance projects and provide support to the Responsible Officer for these programmes (Assistant Director Strategy and Corporate Services) as needed.</li> <li>• To advise the Joint Assistant Director – Strategy and Corporate Services on matters relating to the design, delivery and monitoring of corporate strategy and policies.</li> <li>• Working with Legal and Democratic Services colleagues ensure the corporate strategy and policy frameworks reflect agreed governance frameworks.</li> <li>• Ensure that programme planning and reporting is undertaken in line with council requirements, and specifically work with the corporate programme management office team to ensure all reporting requirements are met in a timely way.</li> <li>• Ensure that the PMO team prepares for and support related Programme Boards so that appropriate progress reporting, issues and risks and decision making from key stakeholders is made, and programme forward plans are kept up to date.</li> </ul>

	<ul style="list-style-type: none"> <li>• Own the governance of strategy, corporate partnerships, service delivery and corporate projects and programmes, which are monitored and evaluated consistently to achieve the priorities in the Corporate Plan.</li> <li>• Work with the Joint Business Transformation and Innovation Manager to maximise the opportunities of the collaboration initiative with Waverley Borough Council in terms of corporate strategy and performance.</li> <li>• Ensure the effective establishment and ongoing use of performance management frameworks across both councils in order to ensure that corporate performance is reported consistently and effectively to CLB, JLT and elected members via clearly defined KPI's.</li> <li>• Act as the responsible officer for assessing bids, awarding grants and coordinating funding for external organisations.</li> <li>• Lead Officer for Armed Forces Community Covenant. Draft and present reports to CLB, members and committees detailing strategic proposals and reviews. Continuous monitoring and review of strategic initiatives to ensure they are achieving Council priorities</li> <li>• Directly undertake, or delegate (depending on the topic) the undertaking of research and analysis activity to inform the development of corporate strategy and/or policy.</li> <li>• Directly create and write reports and presentations to inform key stakeholders groups, or delegate this work depending on the topic.</li> <li>• To lead and manage staff within the area of responsibility and to ensure that they are appropriately trained, developed and motivated and to be responsible for appraising staff who report directly.</li> <li>• To ensure that team and budget resources are allocated to enable delivery of team plans and objectives.</li> <li>• Undertake performance management of direct line reports according to existing Performance Management policy and process.</li> <li>• To ensure that the team horizon scan for any changes to national legislation, national/regional and local policy that will impact the corporate plan and outcomes; and ensure they are incorporated in a timely way.</li> <li>• To delegate activity to team members as may be necessary to ensure the effective working of the team.</li> </ul>
<p><b>Key Dimensions</b></p>	<p>Manage a team of 15.1 FTE. Team members are employed by both GBC and WBC.</p> <p>Provide advice and support to a joint leadership team on Strategy, Policy, Risk Management, Insight and Intelligence and Innovation and Improvement matters, staff at all levels in the organisation, Trades Union colleagues and elected members across both councils.</p> <p>Direct report to the Assistant Director – Strategy and Corporate Services.</p>

	<p>Manage a staffing budget and any other budget that may be delegated by the Assistant Director.</p> <p>Impacts a broad range of service offerings both directly within the team but also all other Council Services (eg Environmental Services, Housing etc).</p>
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### Additional Notes:

1. All work performed and duties undertaken must be carried out in accordance with relevant Council and Service policies and procedures, within legislation and with regard to the needs of our customers and the diverse communities we serve.
2. This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.
3. You will be expected to be flexible in your duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as request by your line manager.

### Health and Safety / Risk Management

1. Ensure that all aspects of the Councils' Health and Safety Policies and Procedures are adhered to.
2. Be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and service objectives.
3. Adhere to the relevant Councils' constitution.
4. Champion Safeguarding policy and practice.

### Contacts and Relationships

1. Elected Members, Chief Officers, Staff at all levels across the councils, external partners and stakeholders.

## Joint Strategy Policy and Insight Manager

(please note the below are all essential requirements)

### Qualifications

1. Educated to at least degree level or equivalent experience.
2. Evidence of commitment to professional development (CPD)

### Experience *(number rather than bullet points)*

1. Proven track record of working successfully in a complex public sector environment delivering a range of strategy, policy and insight initiatives.
2. Experience of developing and maintaining organisation performance management systems enabling a holistic focus on defining organisation outcomes/KPI's; including financial and non-financial measures.
3. Experience of achieving positive outcomes in complex political and officer environments where strategic aims constantly need to be balanced against financial and workforce pressures, whilst at the same time ensuring there is a relentless focus on excellence in service delivery.
4. Experience of managing teams in a complex and ambiguous environment and working with elected members and staff at all levels in a public sector environment.

### Knowledge

1. Highly developed working knowledge and experience of practices / methodologies of several specialist areas: strategic planning, corporate planning, business planning, risk management, performance management, or project and programme governance.
2. Working knowledge of legislation and developments in the Local Government Sector and/or other Public Service/Third Sector/Statutory organisations. Skills, knowledge and experience information analysis and presentation and communication of complex information.
3. Substantial knowledge of developing strategy and translating them into operational plans with clearly defined outcomes and performance measures.

### Skills and Abilities *(number rather than bullet points, also incorporate main duties ie ability to.....etc)*

As set out in Role Specific Accountabilities above.

**Competencies** (level and how it would apply ie, **Can Do**

**Approach/Results (Level 2) Initiative** – Acting on one’s own initiative to be able to proactively manage workload to provide excellent business support to the designated member of the Corporate Management Board.)

**Competencies**

1. **Can do Approach/Results (Level 3/4) Initiative** – Acting on one’s own initiative to be able to translate council strategic objectives into integrated business planning, service performance, risk management systems that enable both councils to deliver excellence services to residents, partners and other key stakeholders..
2. **Can do Approach/Results (Level 3) Informed** – Ensures that relevant data necessary to inform and support the definition and delivery of corporate strategy and service outcomes is gathered, challenged and presented to key stakeholders.
3. **Customer Service (Level 3/4) Improves** – Proactively seeks feedback about ways to innovate and improve/transform services, that they are supported by evidence and are incorporated into either corporate strategy and policy, integrated business planning or specific programmes of work.
4. **Managing Self and Others (Level 3/4) Engages** – Engages effectively with team members so they are able to deliver their objectives; whilst at the same time consistently engaging with stakeholders to champion corporate strategy and policy.
5. **Communication (Level 3) Communication** – Excellent communication in all forms with a range of people including the Joint Leadership Team, Executive, Councillors, internal staff at all levels, members of the public and other key external stakeholders.
6. **Team Working (Level 3) Flexibility** – Being able to adapt and work in a flexible way to meet the demands of the job, recognising the complexity of the political context and the needs of two different political administration, whilst working with a Joint Leadership Team and staff across two councils.
7. **Communication (Level 3) Insight** - Being able to manage, synthesize and communicate a range of information (some confidential) and messaging to different stakeholder groups.

