STROUD DISTRICT COUNCIL
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JOB DESCRIPTION

November 2026

Designation:	**Policy & Performance Manager**
Grade:	**STR7**
Hours:	**37 hours per week**
Location:	Ebley Mill, Stroud
Job Purpose:	**Provide leadership for the council's performance, continuous improvement, policy development and consultation functions and ensure the Council's readiness for Local Government Reorganisation**
Responsible to:	**Head of Policy, Governance and Engagement**
Responsible for:	**Business Analyst, Projects and Consultation Officer, Performance and Risk Officer, and Data and Insights Officer**

KEY DUTIES

- Provide leadership and capability building for the Policy and Performance team.
- Contribute to the wider corporate governance and organisational planning and represent the service both internally and externally when required.

Performance Leadership

- Lead the council's performance management framework, ensuring it is robust and embedded across all service areas.
- Oversee the development and reporting of performance metrics and service insights to drive evidence-based decision making.
- Provide high-level performance reporting, assurance and advice to Corporate Governance Group, SLT, LMT and members.
- Manage the production, monitoring and maintenance of service plans and performance requirements across the council, ensuring alignment with budget and council priorities.
- Strengthen and embed risk management practices, ensuring continual improvement in how the organisation manages risk and integrate risk with strategic planning and performance processes.
- Lead the development, monitoring and annual refresh of the Council Plan, ensuring priorities are identified, progress is assessed and reported and risks escalated.

Continuous Improvement and Transformation

- Champion a culture of continuous improvement across the council, establishing and embedding standard improvement methodologies and professional guidance.
- Lead or oversee improvement initiatives in collaboration with senior managers and services throughout the council.

- Provide key stakeholders including SLT, LMT and Members with monitoring reports, insight and expert advice to drive improvements and operational efficiency.
- Ensure continuous improvement benefits are delivered in line with council performance and cost expectations ensuring the efficient operation and transformation council services.

Consultation and engagement

- Responsible for the development, delivery and continuous improvement of the council's Consultation and Engagement Framework, ensuring consistent, high-quality engagement activity and the effective communication of outcomes to inform policy, strategy and service design.
- Provide strategic advice on consultation, engagement and research to senior managers, elected members and services.
- Build and maintain effective relationships with Town and Parish Councils and other organisations and stakeholders, to strengthen collaborative working.

Policy, Research and Strategic Insight

- Provide professional guidance on policy development, research and legislative changes, ensuring senior managers and services are supported with high-quality insight and advice.
- Work collaboratively across service directorates to understand operational challenges, service pressures and opportunities and support services to develop solutions.
- Maintain up-to-date awareness of legislative, regulatory and policy changes affecting local government, advising SLT and members of the strategic implications.

Local Government Reorganisation (LGR) Readiness

- Act as the council's lead officer for all matters relating to the internal LGR programme coordination.
- Establish and maintain clear governance arrangements for internal LGR activity including the coordination of the council's LGR Programme Steering Group ensuring strong governance and high-quality reporting.
- Develop and maintain the internal LGR roadmap ensuring alignment with the central programme.
- Monitor programme performance and ensure timely delivery of milestones reporting on changes and impacts.
- Lead the development and monitoring of service readiness plans across all directorates including initiatives to review and reengineer key processes to ensure they are fit for the new authority.
- Maintain the council's LGR risk register, ensuring robust assessment, mitigation and escalation of risks and issues.
- Prepare high-quality reports, briefings and presentations to SLT, members, Programme Steering Group, committee and the central programme as required.
- Ensure data quality, records management and information governance are built into readiness plans.
- Build and maintain strong working relationships with senior officers and elected members across all affected councils and external stakeholders, ensuring close relationship with the central programme.

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent professional experience
- Membership of a professional institute and / or professional programme/project management accreditation.
- Experience of leading and driving change projects in a complex environment.
- Ability to lead, manage and motivate staff.
- Strong understanding of local government structures, functions, governance and political awareness.
- Experience of interpreting complex legislation and guidance and putting it into practice.
- A commitment to promoting equality, diversity, inclusion and equity.
- Strong leadership skills and the ability to challenge, persuade and influence.
- Ability to work across organisational boundaries and build productive relationships.
- Proven experience in risk management, governance and programme assurance.
- Excellent communication, negotiation and influencing skills.
- Experience of advising, writing and presenting strategic reports on complex issues and data sets to a wide range of audiences including SLT, senior managers and members within demanding timescales.
- Understanding of the council's vision and wider strategic aims as set out in the Council Plan, and how they relate to the work of the team.

COMPLEXITY AND CREATIVITY

- Responds to complex queries made by senior officers, councillors and the public.
- Research, present and implement new policies and initiatives as required.
- Preparation of clear and concise reports and briefings on complex and sensitive issues within demanding timescales.
  Research, present and implement new initiatives as required.

JUDGEMENT AND DECISIONS

- Required to exercise discretion in a range of areas including sensitive matters where advice may not be available and policies and procedures provide only general guidelines.

CONTACTS

- Managers and staff of the council
- Members of the council
- Members and staff of other local authorities and partners
- Town and Parish Councils

- Suppliers and contractors
- Members of the public

RESOURCES

- Little or no responsibility for physical or financial resources

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the Council's Equality, Diversity, Inclusion, Equity & Belonging policy.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.
- To undertake all appropriate duties required to meet the Council's safeguarding obligations according to the Children's Act (2004), Working Together to Safeguard Children Statutory Guidance (2018), the Care Act (2014) and the Care and Support Statutory Guidance (2014), Mental Health Capacity Act (2005), and Deprivation of Liberty Standards (2007).

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.