

Job Profile: Senior Policy and Projects Officer

This job profile for Strategy and Policy Senior Officer is for guidance and must be used in conjunction with the Job Capsule for Corporate Services, Strategy Policy and Governance level 4

Job Family: Strategy, Policy and Governance

Job Zone: Level 4

Salary Level: Zone 2

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

- To lead on aspects of strategy, policy, improvement and transformation in key areas of work across the organisation – including supporting the cross-cutting council-wide outcomes approach.
- To support and coordinate work with high levels of complexity or risk – including a range of projects to bring about effective and positive change across the organisation
- To work in a variety of disciplines and environments across the whole organisation to assist in the delivery of corporate and directorate priorities
- To make intelligent use of data to measure outcomes, inform decision-making and shape and improve service delivery.

Example outcomes or objectives that this role will deliver:

The post holder will work flexibly to deliver the purpose above. Key outcomes will include:

- Supporting the development of innovative and effective policies and strategies to achieve key corporate priorities and outcomes as part of the Council's Neighbourhoods Programme
- Successful engagement with colleagues at all levels across the organisation, as well as residents and partners as appropriate
- Contribution to evidence-based policy making through effective use of research and intelligent use of data and information
- Establishing and supporting key collaborative arrangements between services to help deliver outcomes for residents
- Support organisational change, including service review and redesign as required.

People Management Responsibilities:

The post has no line management responsibilities but the post holder will be required to manage staff/resource on individual projects for which they are Project Manager and other activities that they may be leading on.

Relationships:

The post holder will be largely self-managing with personal management and development carried out within the service.

The post holder will be expected to develop and maintain excellent relationships across the organisation, with elected members as appropriate, partner organisations, government department and customers as dictated by the projects, roles and tasks they will be carrying out. The post holder will also actively seek to build effective relationships with colleagues across the Strategy and Governance family.

The post holder will be required to establish and support multidisciplinary teams to deliver cross-council objectives and improved services for residents. This will involve managing relationships with directors, service heads and front-line staff.

Work Environment

The post holder may be required to work in a variety of teams and workplaces, including both at home and in Council offices.

Technical Knowledge and Experience:

The post holder would be expected to have substantial experience of working in one or more of these areas and the ability to gain an understanding and knowledge of a number of others:

- Experience and understanding of local government
- Strong communication and report writing skills
- Ability to analyse and understand a range of information and data
- Proven work ethic and initiative
- Ability to effectively use a wide evidence base to solve challenging problems
- Innovation and future thinking
- Engagement
- Strategic and financial planning, development, implementation and monitoring
- Data, research, performance management and monitoring
- Support for inspection
- Project and risk management
- Service review and redesign

Qualifications

Qualification in a recognised project management or improvement discipline or experience commensurate with the requirements of this post.