

## JOB DESCRIPTION

**POST TITLE:** Strategy & Policy Officer

**GRADE:** 8

**DIVISION / UNIT:** Policy, Partnerships & Performance

**DEPARTMENT:** Strategy & Communities

**REPORTS TO:** Senior Strategy & Policy Officer

### PURPOSE OF THE JOB

- To work within 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 ensure that council-wide strategies, policies and plans development under their remit are consistent, aligned and creates a coherent framework to council goals and priorities.

## PRINCIPAL ACCOUNTABILITIES

1. Facilitate the design of evidence-based strategy, policy and public affairs, using participatory methods to involve a range of stakeholders, developing evidence packs capturing emerging ideas, innovative and best practice in policy development.
2. Facilitate the strategic input across council for a wide portfolio of complex policies and projects, driving them forward and championing the insights and outcomes.
3. Provide urgent specialist support and advice to enable senior officers, council departments and the Cabinet as needed.
4. Build and maintain relationships with key stakeholders internally and partners across the borough and region.
5. Facilitate the curation of a cross-council community of practice around strategy and policy development; ensuring they are inspired to work collaboratively, transparently and share knowledge
6. Conduct thorough research and analysis of current policies, legislation, and horizon scanning for emerging trends to identify strategic opportunities and challenges.
7. Collaborate with key stakeholders, including senior management, government officials, and external partners to gather insights and ensure strategic policy and public affairs alignment.
8. Manage designated policy development projects including drafting policy proposals, conducting impact assessments, consulting with relevant stakeholders, implementation and evaluate its effectiveness, and recommending adjustments or improvements as necessary.
9. Provide sound advice and guidance to senior management on strategy, policy and public affairs issues, offering innovative solutions and alternatives when appropriate.
10. Foster relationships with external organisations, strategic partners, government bodies, and industry experts to stay connected, share knowledge and build consensus
11. Prepare and present reports, submissions, briefings, and presentations to communicate complex concepts effectively to a diverse audience.

## 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 may have line management responsibility.

**Financial responsibilities:** N/A

## Grade/Conditions of Service

Grade: 8

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 at times, 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) |
|--|---------------|------------------------|
| <b>Knowledge, including educational qualifications:</b>  |               |                        |
| Degree Level qualification or qualification in relevant area or demonstrable appropriate experience, e.g. project management   | E             | S                      |
| Knowledge and understanding of the national policy context, requirements and future direction for relevant service areas.  | E             | I                      |
| Understanding of the challenges facing Local Government and the future provision of services   | E             | S/I                    |
| Collaborative strategy and policy approaches within government, public bodies or think tanks organisations   | E             | S/I                    |
| Understanding of the public policy making process.   | E             | I                      |
|  | E             |                        |
| <b>Experience:</b>   |               |                        |
| Experience of strategy, policy or public affairs development in central, local government, or public body. Familiarity with the UK government structures, and policy-making processes. | E             | S/I                    |
| Experience of developing strategy and policy through consultation with key stakeholders and residents.   | E             | I                      |
| Experience of working on high-profile projects, meeting tight deadlines and adapting effectively to changing priorities  | E             | I                      |
| Partnership working with a range of public or private agencies.  | E             | S/I                    |
| <b>Aptitudes, Skills &amp; Competencies:</b>   |               |                        |
| Some project management capabilities, from initiation through to delivery  | E             | I                      |
| Ability to influence and negotiate, and build rapport with internal/external stakeholders  | E             | I                      |
| Excellent written and oral communication skills, with the ability to both convey information in a clear, concise, and unbiased manner  | E             | S/I                    |
| Strong interpersonal skills and the ability to build relationships with stakeholders at all levels, fostering collaboration and consensus.   | E             | I                      |
| Ability to respond rapidly to requests for written briefs and information.   | E             | I                      |
| Ability to conduct and analyse research; strong analytical skills with the ability to research, interpret, and synthesise complex information from various sources.                    | E             | I                      |
| The ability to work creatively to solve problems   | E             | I                      |

|   |   |   |
|---|---|---|
| The ability to think and act proactively and with consideration for the bigger picture, and clarify messages through effective communication. | E | I |
| The ability to operate with sensitivity within a political environment  | E | I |
| Prepared to challenge existing thinking in a positive manner  | E | I |
| <b>Special Conditions of Recruitment:</b>   |   |   |
| Comply with and promote the Council's Equal opportunities policy.   |   |   |

**Key:**

|          |           |          |                        |
|----------|-----------|----------|------------------------|
| <b>E</b> | Essential | <b>S</b> | Shortlisting criteria  |
|          |           | <b>I</b> | Evaluated at interview |
|          |           | <b>T</b> | Subject to test        |