

Job Description

JOB TITLE:	Strategy & Policy Officer
GRADE:	J
POST NUMBER:	
DIRECTORATE:	Health Adults and Communities OR Children and Culture (Enabling People Services) OR Place and Governance and Resources (Enabling Services) Strategy, Improvement and Transformation (Chief Executive's Office)
SERVICE:	Enabling People Service OR Enabling Service (GPR) Corporate Strategy, Improvement and Transformation
SECTION:	Strategy, Policy and Improvement (HAC, CC, Place) Strategy and Improvement Strategy and Communities
RESPONSIBLE TO	Strategy and Policy Lead
RESPONSIBLE FOR	N/A
	DBS check required? Standard Check Enhanced Check Enhanced Check with Children's Barred List Enhanced Check with Adults' Barred List Is the post politically restricted? – No Is a Travel Allowance Payable? – No Does this post attract an Essential Car User Allowance? – No

JOB SUMMARY:	To play a key role in ensuring that the Council is driven by a clear purpose and shared set of priority outcomes. To help ensure that the Council has robust, responsive and effective strategies and policies in the areas of its client Directorates. To support partnership, corporate and departmental business planning processes in the area of client Directorates. To provide support to senior officers, members and partners in solving problems and responding to external frameworks, opportunities, risks and events in the areas of client Directorates.
ROLE REQUIREMENTS:	
1.	Focusing on Directorates, to support the development of high-quality strategies, policies and plans drawing on robust evidence and research, working with colleagues across Strategy, Policy and Improvement (SPI) and Strategy, Improvement and Transformation (SIT). This will involve: ○ Direct drafting of strategy and policy documents ○ Liaison with specialists from across the Council and partner organisations in order to obtain their buy-in and input to the development process ○ Direct research as well as liaison with colleagues in Data and Performance to obtain and use relevant evidence. ○ Drawing on all available sources of evidence to support the identification of priority outcomes for services in specialist area and for the Council as a whole
2	The post holder will provide expert advice to DLTs, CLT and Cabinet as appropriate on the development of priority outcomes and the identification of strategic risks and opportunities. This will include regular attendance at departmental meetings as well as corporate management team meetings as appropriate in order to present reports and briefings.
3.	Focusing on Directorates to support the Council's work with and for external partnerships and regulators ensuring a shared focus on priority outcomes for residents and communities. This will require the post-holder to undertake a wide range of activities including drafting reports and briefings for partnership meetings,

	direct liaison with partners, coordination of and specialist support to meetings themselves.
4.	To support on a range of subject matters (INSERT specialism involving public and social policy including community safety, economy, welfare, housing, public health, public realm, regeneration, community cohesion, equality, voluntary and community.)
5.	To support on a range of functional activity including scrutiny, equality, partnership, engagement and consultation.
6.	To support the prediction of and proactive response to changes in the Council's external policy and regulatory environment. This will require the post holder to maintain a good understanding of the wider context in which the Council operates including relevant statutory and regulatory frameworks. The post-holder will be responsible for identifying risks and opportunities in order to ensure that the Council engages positively and is compliant in all regards.
7.	To develop briefings and reports for senior officers and elected members with a focus on client Directorates. This will include using qualitative and quantitative data to produce authoritative, clear and concise briefings and reports with a clear focus on key decisions and actions.
8.	To maintain external networks and promote a good understanding of sector developments, innovative practice and new opportunities in the area of client Directorates. The post-holder will be expected to attend external events and meetings to represent the council and ensure that it benefits from learning and best practice shared by others.
9.	To support the Council's work on external accreditation, recognition and awards. This will include tasks such as preparing submissions for national awards or working on pilot projects for central government.
10.	To provide policy advice and support to Scrutiny Committees Panels, Elected Members and Cabinet as required. The post-holder will be expected to maintain a good understanding of the workings of democracy and scrutiny and to engage positively and effectively with them where called upon to do so. Duties will include research, drafting of briefings, reports, and direct liaison with elected members where necessary.

11.	To support the Council's work on equalities, community cohesion and engagement. This will entail working to ensure compliance with established frameworks, ensuring that the council is compliant with statutory regulations and undertaking project work as required.
12.	Support the Council's work with the voluntary and community sector through grants development, monitoring and evaluation.
CORPORATE RESPONSIBILITIES:	
13.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
14.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
15.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
16.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
17.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
18.	Actively participate in all service / team activities, having regard to the council's corporate priorities and outcomes, as set out in the Strategic Plan.
19.	Continuously improve systems and processes and, as part of our Smarter Together Transformation programme, modernise our core support and enabling functions to improve effectiveness and efficiency.
20.	Promote and actively participate in the programme of service reviews and transformation projects to improve the council's operational effectiveness.

21.	Utilise new ways of working to champion our diverse communities and secure effective outcomes for the council's residents.
22.	Deputise for the line manager from time to time as required.
PEOPLE:	
23.	Work collaboratively with the council's partners and stakeholders to inform decisions, ensuring that this supports the delivery of specific service programmes and deliverables.
24.	Work with management managers and colleagues to develop ensure clarity around expected outcomes and standards, with clear lines of accountability.
25.	Encourage and promote Contribute to a culture of learning and workforce planning that enables staff to realise their potential, by taking responsibility for managing your career and personal development and their careers and therefore improve outcomes for Tower Hamlets' residents.
FINANCE:	
26.	Work with managers and colleagues to ensure that they explore opportunities for efficiencies are systematically explored and develop opportunities for efficiencies and drive down spend where appropriate.
27.	Work with management managers and colleagues to ensure services that are delivered or procured represent value for money.
SERVICE:	
28.	Carry out all duties in line with the Council's Standing Orders, Financial and Procurement Regulations and Constitution.
29.	Play an active role individually and as part of the management team in identifying and implementing improvements to the quality and efficiency of the Corporate Strategy, Improvement and Transformation service.

PERFORMANCE:	
30.	Meet relevant performance targets in the council's strategic plan and service plans. These will be agreed with the postholder as part of the My Annual Review process.
OTHER CONDITIONS:	
31.	Carry out other duties and responsibilities commensurate with the level of the post as directed.

Person Specification for the Post of Strategy & Policy Officer Applicants only need to address criteria marked "A" in their application.		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	A good understanding of the national and local social and economic policy context for a range of functions including social and public policy, partnerships, scrutiny, equalities, consultation and engagement, cohesion and integration and the voluntary and community sector.	E	ATI
	A good understanding of statutory, policy and regulatory frameworks.	E	ATI
	A good knowledge of key services related to the post.	E	ATI
Qualifications & Experience	Relevant professional qualification or equivalent experience in particular supporting the coordination of	D	ATI

	functions in the corporate centre or directorates Ability to gain experience in more than one of the following: strategic and business planning, equality, scrutiny, partnership, research, assessment, performance, public consultation and engagement, inspection and improvement Ability to develop negotiation skills within a context of complexity and ambiguity to influence priority outcomes Ability to develop technical skills and abilities in relation to the policy analysis and interpretation that leads to development organisation or borough wide strategic direction setting Excellent oral, written and visual communication skills involving a range of stakeholders Ability to develop analytical skills and lateral thinking to develop creative and innovative solution	D E E E E	ATI ATI ATI ATI ATI
Living the TOWER Values sets out the essential behaviours required of all staff. They are aligned to the organisation's five TOWER Values			
We work TOGETHER across boundaries and with partners to achieve the best outcomes	Building relationships Seeks opportunities to build positive relationships with people from other teams and partners.	E	TI

for Tower Hamlets	Collaborating Shares information and engages in a timely way to achieve the best outcomes	E	TI
We are OPEN and transparent	Communicating clearly Checks understanding they are understood by others and explains jargon where needed Being approachable Approachable and actively seeks feedback from others to improve how they do things	E E	TI TI
We are WILLING to challenge, innovate and be accountable	Learning & challenge Seeks to learn from, both failures and successes, to improve how they do things where required Improvement and innovation Makes suggestions for better and new ways of doing things	E E	TI TI
We empower each other to be EXCELLENT and go the extra mile	Having purpose & personal motivation Understands the organisations direction of travel and actively supports that in their work and interactions Being empowered Takes the initiative to improve outcomes because they can explain the difference they have made	E E	TI TI

We RESPECT all communities, they are the heart of everything we do	Understanding our customers' needs Actively listens to customers and takes steps to making things better for customers.	E	TI
	Respecting diversity and being inclusive Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service	E	TI
Additional Requirements	Willingness to work outside of contracted hours in the evenings and weekends subject to notice.	D	A