London Borough of Tower Hamlets

Job Description

JOB TITLE:	Strategy Lead
GRADE:	M
POST NUMBER:	
DIRECTORATE:	Chief Executive
SERVICE:	Corporate Strategy and Partnerships
RESPONSIBLE TO	Strategy and Partnerships Manager
RESPONSIBLE FOR	Strategy Officer Strategy and Partnerships Officer x2 Matrix management and working with colleagues across enabling services
	DBS check required? – No 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 lead the service ensuring the success of relevant services and a positive contribution to the Council's strategic goals. To play a visible and impactful leadership role outside the organisation and with partners with a shared focus on priority outcomes for communities and residents and continual learning and improvement for the Council. To provide strategic leadership to and operational management of the specialist teams as an integral part of the Corporate Strategy function as well as business partner for senior leadership team, Chief Executive, Mayor and Members. To provide expert advice to senior officers, members and partners in policy and strategy, managing risk, designing interventions, solving problems and responding to external frameworks, opportunities, risks and events.
ROLE REQUIREMENTS:	
1.	Working to coordinate and maintain a strategic roadmap of work spanning policy development, service improvement, capability-building, briefings, and the other activities needed to achieve the team's goals
2.	Management and ownership of some key organisational strategies and associated programmes, including the new Strategic Plan
3.	The post-holder will provide expert advice to DLTs, CLT and Cabinet on the development of priority outcomes and the identification of strategic risks and opportunities. This will include regular attendance at departmental and corporate management team meetings as well as meetings of elected members, in order to present reports and briefings.

4.	The post holder will be responsible for offering a senior leadership and liaison role in the council's work with and for external partnerships and regulators, ensuring a shared focus on priority outcomes for residents and communities.
5.	Driving the development and implementation of a corporate strategy framework with the aim of establishing a cohesive and effective approach to strategic planning, execution, and monitoring within the organisation.
6.	The post-holder will be expected to build and maintain extensive networks across local, regional and national organisations ensuring that innovation and learning is shared internally and externally.
7.	The post-holder will be required to take the lead on multiple high-profile and high-impact projects as directed by their Divisional Director and / or senior officers within CLT.
8.	The post-holder will be required to manage and resolve conflicting agendas between stakeholders and develop creative and innovative solutions to complex problems, drawing on tools and resources from across the organisation and beyond.
9.	The post-holder will be responsible for leading a policy horizon-scanning function that predicts and analyses changes in the council's external policy and regulatory environment and provides briefings to senior stakeholders.
10.	The post-holder will be responsible for leading responses to external changes and consultations working with senior stakeholders and partners as appropriate.
11.	The post-holder will be expected to maintain an expert understanding of the policy, subject matter and regulatory contexts.
12.	To lead the strategy and policy support on a range of subject matters involving public and social policy

13.	To lead the strategy and policy support on a range of functional activities including scrutiny, equality, partnership, engagement and consultation, strategic corporate research.
14.	To provide expert policy advice and support to senior officers Scrutiny Committees, Elected Members and Cabinet as required, drawing on extensive experience and insight.
15.	As required lead services in their preparation and participation in inspection or emerging regulatory frameworks and improvement activity which arises
CORPORATE RESPONSIBILITIES:	
16.	Actively contribute to the leadership of the council in a way that promotes a 'one organisation' approach.
17.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
18.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
19.	Support organisational change and learning, ensuring appropriate systems of performance and development, communication and engagement, quality measures, monitoring and review are in place for all services and the workforce that delivers them.
20.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
21.	Lead and participate in all service / team activities and ensure that these are aligned to the council's corporate priorities and outcomes, as set out in the Strategic Plan.

22.	Continuously improve systems and processes and, as part of our Transformation programme, modernise our core support and enabling functions to improve effectiveness and efficiency
23.	Promote and actively participate in the programme of service reviews and transformation projects to improve the council's operational effectiveness.
24.	Utilise new ways of working to champion our diverse communities and secure effective outcomes for the council's residents.
25.	Deputise for the line manager from time to time as required.
26.	Health and safety responsibilities include: • being familiar with health and safety policies and procedures • setting a positive example • communicate health and safety policies and procedures to staff • carry out, review and share risk assessments • consider work-related violence, abusive or threatening behaviour in the planning and development of safe working systems and procedures • ensure adequate first aid provision • holding staff accountable • ensuring staff receive adequate information, instruction, training and supervision • Health and safety responsibilities include: • cooperate with trade union/safety representatives and attend relevant meetings • ensure work-related accidents/incidents are reported and investigated in line with procedures.
PEOPLE:	

27.	Work collaboratively with the council's partners and stakeholders to inform decisions, ensuring that this supports the delivery of specific service programmes and deliverables.
28.	Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
29.	Establish and promote a culture of learning and workforce planning that enables staff to realise their potential, manage their careers and therefore improve outcomes for Tower Hamlets' residents.
FINANCE:	
30.	Ensure that opportunities for efficiencies are systematically explored and developed and drive down spend where appropriate.
31.	Hold managers to account to provide services that are delivered or procured that represent value for money.
SERVICE:	
32.	Carry out all duties in line with the Council's Standing Orders, Financial and Procurement Regulations and Constitution.
33.	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 and Partnerships service.
PERFORMANCE:	
34.	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:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification for the Post of Strategy Lead		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	A demonstrable expert understanding of the national and local social and economic policy context and operations of local government. A demonstrable expert understanding of statutory, policy and regulatory frameworks within which local government operates including best value guidance. Expert knowledge cross cutting social and public policy and effective in more than one key social and public policy areas including public health, housing, economy, public realm, children and adult services, community safety, culture, cohesion and integration, equality and inclusion, engagement and consultation, community and voluntary sector.	E E E	ATI ATI ATI

Qualifications & Experience	Relevant professional qualification or equivalent experience in particular leading the coordination of functions in the corporate centre or directorates	E	ATI
	Substantial experience of coordinating and managing social and public policy functions, strategic and business planning, equality, scrutiny, partnership, commissioning, research, assessment, performance, public consultation and engagement, inspection, improvement and safeguarding.	E	ATI
	Demonstrable evidence of using well developed negotiation skills within a context of complexity and ambiguity to influence priority outcomes	E	ATI
	Developed technical skills and abilities in relation to the policy analysis and interpretation that leads to development organisation or borough wide strategic direction setting	E	ATI
	Excellent oral, written and visual communication skills involving a range of stakeholders	E	ATI
	Expert analytical skills and lateral thinking to develop creative and innovative solutions	E	ATI
	Leading teams	E	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 for Tower Hamlets	**Developing networks** Must be able to maintain and encourage networking across teams to achieve the best outcomes. **Collaborating** Find ways to collaborate with others early on, to achieve the best outcomes	E E	A/T/I A/T/I
We are **OPEN** and transparent	**Listening, asking, & coaching** Use coaching to enable others to find answers and solutions for themselves. **Being approachable** Must be approachable and seek regular internal and external feedback from people to improve how you do things.	E E	A/T/I A/T/I
We are **WILLING** to challenge, innovate and be accountable	**Learning & challenge** Respectfully challenge others, using data and observation to drive improved outcomes. **Improvement and Innovation** Demonstrate to lead the way and encourage others, so they achieve continuous improvement with measurable benefits.	E E	A/T/I A/T/I

We empower each other to be **EXCELLENT** and go the extra mile	**Having purpose & personal motivation** Define clear objectives, expectations and roles to motivate the team towards the vision, as well as inspiring the team to achieve their best. **Being empowered** Provide others the space to take positive risks, whilst being on-hand to provide support and guidance	E E	A/T/I A/T/I
We **RESPECT** all communities, they are the heart of everything we do	**Learning from customers** Understand customer feedback data to make improvements to how you work, to achieve the best outcome **Respecting diversity and being inclusive** Must ensure that yourself and others value the diversity of all people you work with and for and take this into account when developing services.	E E	A/T/I A/T/I
Additional Requirements	Willingness to work outside of contracted hours in the evenings and weekends subject to notice. To comply with the requirement to carry out a DBS check on this role. To comply with the requirements relating to political restrictions for this role.	E E E	