

Role Profile

Part A - Grade & Structure Information

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| Job Family Code | 13BF | Role Title | Principal Strategy & Policy Lead |
| Grade | PS13 | Reports to (role title) | Head of Strategy and Policy |
| | | Directorate/School | Resources |
| JE Band | 614-734 | Service/Department | Corporate Strategy and Policy |
| | | Date Role Profile was created | Jun-21 |

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

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| Role Purpose including key outputs | <p>Work as part of a small management team to lead on strategy, policy and strategic business planning for the council. This will include:</p> <ul style="list-style-type: none"> - Leading policy research and analysis to contribute to the development of long term visioning and strategic planning for the council, delivering value for money and improving outcomes for residents. - Leading the development of policy positions for the council and delivery of a variety of policy-related work programmes. - Utilising key methodologies for analysing and supporting policy and strategy development, such as systems thinking or human-centred design, drawing on the most innovative thinking and approaches from across the public and private sectors. - Ensuring strategy and policy development adopts an evidenced based and insight led approach, including championing the citizen's voice. - Support the building and strengthening of influential relationships with key strategic partners and stakeholders at local, regional and national level. - Work with the Leadership Office to brief and advise senior officers and Members on a range of policy and decision-making areas - Jointly with the Communications Team and Leadership Office, support the development and implementation of a public affairs programme, ensuring that Surrey's interests are effectively promoted at regional and national level. |
| Work Context | <p>Surrey County Council is in a period of unprecedented change and this role will be an important part of the ongoing transformation. The Strategy team, as part of the Insight, Analytics and Intelligence service, lies at the heart of the council's decision-making. The role of Senior Strategy and Policy Lead is central to driving continuous improvement across the council and ensuring that the council develops clear, evidence-led policies and strategies, and allocates resources accordingly.</p> <p>The postholder works collaboratively with the council's leadership - the Cabinet, Corporate Leadership Team and the extended leadership team - and with partners locally, regionally and nationally.</p> <p>The role requires a high level of political management, negotiating, analytical, influencing and leadership skills along with credibility locally and nationally. The postholder needs to keep abreast of changes in the national policy and partnerships landscape set by central government, and locally emerging issues and challenges. The role has an impact on the council's ability to discharge its corporate governance responsibilities and has an influence on the council's aspiration to be the leading county council in England.</p> <p>Whilst the administrative base for the role holder will be Woodhatch Place in Reigate, the postholder will be expected to work in an agile way to maximise productivity; this may include working from home or other sites, depending on business need.</p> |
| Line management responsibility | Line management of a small number of Strategy Team officers as well as leading matrix teams across the service and council. |
| Budget responsibility | None |

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| <p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p> | <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Identify issues and trends that may have an impact in their area of responsibility to enable appropriate action to be taken. Lead the development of policy in own area of specialism, contributing to the delivery of organisational objectives. <p>Service Delivery</p> <ul style="list-style-type: none"> Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity. Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. Drive change and embed new ways of working to ensure high quality service delivery and value for money. <p>Planning & Organising</p> <ul style="list-style-type: none"> Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for a broader functional area to fit broader functional and organisational strategy. Lead major programmes and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget. Contribute to resource and budget planning within own area. <p>Work with others</p> <ul style="list-style-type: none"> Liaise internally and externally at senior levels to ensure the department/service issues are appropriately represented and acted upon. Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> Manage a group of staff across a function/service, or as a significant part of a multi-disciplined function to ensure all relevant annual organisational targets and goals are delivered within budgetary/resource constraints. Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p> |
| <p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p> | <ul style="list-style-type: none"> Degree or equivalent professional qualification plus experience at management level in a specialist area in a demanding business environment. Extensive knowledge of the principles of change management, project management and continuous improvement, and their practical application. Authoritative knowledge of the work practices, processes and procedures relevant to the role including broader sector/commercial awareness. Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility. Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to work collaboratively with internal and external partners/professionals. Comprehensive knowledge of computerised business systems. Proven ability to inspire and motivate others. Advanced problem solving and analytical skills with the capacity to devise and implement practical and creative solutions. Proven ability to assess risks and benefits in a complex environment and respond appropriately. Substantial experience in successful leading, motivating, coaching, mentoring and developing staff. |
| <p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p> | <p>A degree or equivalent experience.</p> <p>Significant experience of developing and delivering evidence-led high profile/high impact strategies and policies.</p> <p>Experience of strategic business planning in large, complex organisations.</p> <p>Experience of managing stakeholders, influencing and negotiating in complex, political environments.</p> <p>Excellent quantitative and qualitative analytical skills to inform strategic and creative thinking when dealing with complex and ambiguous analytical or policy challenges.</p> <p>Understanding of the key strategic issues facing local government, the wider public sector and partners.</p> <p>Experience of developing and delivering public affairs activity at regional or national level.</p> |

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| Role Summary | <p>Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. Their work includes developing and implementing operational plans and contributing to the longer term plans for the area in line with organisational strategy. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.</p> |
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