



Role Profile

Title:	Head of Policy, Performance and Insights		
Career Family:	Facilitating the Council	Date:	July 2024
Career Family Level:	CFL13	Reference:	SBC_12157
Reports to:	Chief Operating Officer		

Purpose:

The post holder will lead on corporate policy development, insights and performance ensuring that the organisation has a clear, co-ordinated and consistent approach, to ensure focus and achievement of the Council's Swindon Plan. The post holder will also be the strategic lead for risk, business continuity, business planning and corporate performance and will lead on the executive office management.

The role is fundamental to delivery of the council's vision and corporate priorities.

The post holder will be required to work collaboratively and closely with the Chief Executive, senior management, elected members and key stakeholders.

Accountabilities:

Support on the effective communication, embedding and delivery of the Swindon Plan which sets out the vision for the Borough, the council and our strategic priorities over the next four years.

Oversee the development of the Swindon Plan, including the key deliverables and performance indicators. Ensure the Swindon Plan is effectively communicated across the organisation and our local strategic partners, creating a golden thread which runs through the transformation plan and service and directorate plans.

Effective and efficient oversight of all aspects of the council's performance management framework including business, economic and demographic intelligence.

Develop, implement, and lead on the council's corporate performance management framework, to continually drive improvements in outcomes for the benefit of residents, communities, and businesses, in accordance with the strategic priorities of the council.

Develop and embed the council's new approach to performance management, this includes promoting best practice, value for money and high performance, together with challenging poor practice and performance.

Champion and drive improvement created through the conversion of data into intelligence with an understanding of customer insight, demand management and best practice to inform improvement and decision making. Ensuring high quality research is undertaken that is interpreted and analysed to inform the council about the latest evidence and learning to improve the services we deliver.

Develop a clear and consistent approach to strategy development and implementation. Support the delivery and performance monitoring of the council's transformation programme, particularly cross-cutting programmes.

Monitor policy effectiveness through use of KPIs to ensure achievement of anticipated outcomes and addressing any issues. Refreshing and aligning corporate policy to corporate objectives and vision, ensuring that the suite of policies / strategies is up to date. Reviewing all existing plans / strategies / policies to formally close-down, where appropriate.

Policy research and analysis to include horizon scanning, in particular the policy and legislative landscape, think tanks and best practice in other counties / organisations / systems. Identify emerging legislation changes / co-ordinate consultation responses on strategy items both locally and nationally. Developing briefs and policy positions on strategic issues for the organisation.

Support, with input from the Chief Operating Officer, the development of a consistent approach to business planning & performance management to ensure translation of corporate goals into actions, measures and outcomes.

Support through leadership using information and intelligence to develop strategy, policy and performance improvement.

Provide challenge and evidence-based analysis to support performance improvement to achieve corporate objectives, value for money and better outcomes.

Leading the liaison with networks / groups at a national level e.g. CCN policy group.

Develop and maintain a system for policy and political monitoring, map the political landscape and work with the Leader's Office and Communications to develop a strategic influencing plan.

Representing the Council at external forums, conferences and meetings to build professional networks and influence wider policy agendas.

Provide clear, balanced, and accurate advice and guidance to lead members on the strategic issues facing the Council.

<p>Work with the relevant officers and services to develop and embed a new approach to resident engagement and consultation.</p> <p>To maintain up to date emergency plans and procedures for the directorate ensuring staff are fully aware of the content and the role they play.</p> <p>Lead and challenge the contents of the corporate risk register to ensure that it reflects any significant new risks emerging and that monitoring systems are suitably robust, support and promote risk management and lead on the risk monitoring process.</p> <p>Lead on risk management, identify any service specific issues which have not been explicitly addressed in the strategy. Disseminate the detail of the strategy and allocate responsibilities for implementation to service managers and staff, take primary responsibility for identifying and managing significant strategic and operational risks arising from service activities. Recommend the necessary training for employees on risk management, maintain a risk register for the service area and ensure that all employees are aware of the risk assessments appropriate to their activity and be responsible for production and testing of business continuity plans.</p>
<p>Context and Dimensions:</p>
<p>Financial responsibilities:</p> <p>This role has £500,000.00 direct budget accountability.</p> <p>Management responsibilities:</p> <p>This role has management/supervisory responsibilities to a team of professional services and technical advisors.</p>

PERSON SPECIFICATION

Qualifications:	E or D
<ol style="list-style-type: none"> 1. Degree Level Qualification or equivalent level of knowledge of the specialist areas. 2. Post Graduate qualification in leadership or equivalent level of knowledge (essential). 	<p>E</p> <p>E</p>

Knowledge and Experience:	
<p>3. Authoritative knowledge and understanding of the work practices, systems, processes and procedures relevant to delivering major regeneration of listed or historic buildings.</p> <p>4. They will need to understand the theoretical principles of their specific professional field including and able to apply this knowledge in new and varied circumstances.</p> <p>5. An awareness of broader developments and emerging trends in their field and the wider public sector.</p> <p>6. Understands formal political structures and decision-making processes in the Council and is able to understand the political implications for decisions.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Aptitudes, Skills and Competencies:	
<p>7. Experience of leading others, with the ability to coach and direct manage a team.</p> <p>8. Financial, budgetary or functional planning and management skills.</p> <p>9. Ability to manage and organise projects and contracts, own work and plan ahead for others, taking account of priorities and the impact on other people.</p> <p>10. Strong analysis skills and the ability seek out and examine a range of information to identify patterns, trends and options, to solve multifaceted and complex problems.</p> <p>11. Ability to communicate, challenge and influence across different levels of the organisation, including acting as a critical friend to senior management and stakeholders, to consult on their operational needs, influence behaviour and persuade them to think and act differently.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Special Conditions of Recruitment:	
NA	/

Swindon Borough Council – Our Leadership Competencies

- **Corporate Leadership** – Act as an Ambassador for the Council’s vision, priorities, pledges and values collectively with colleagues from within the Corporate Leadership Team.
- **Managing Self** – Manage your time, priorities and resources to achieve goals and meet personal learning and development needs.
- **Leading People** – Leading, engaging, developing and motivating employees to perform their best.
- **Leading Change** – Helping others to approach changes at work in a way that seeks to ensure their commitment and enthusiasm is focused on achieving the Council’s objectives.
- **Managing Information** – Works in an informed and evidenced based way by making good decisions based on relevant information and data.
- **Maximising Partnerships** – Building effective working relationships and ensuring partnerships are focused on outcomes.
- **Managing Resources** – Achieving objectives through the effective planning and allocation of resources.
- **Managing Activities** – Managing the activities of the team to achieve business priorities within agreed time scales and budgets.
- **Managing Risk** – Actively seeking to identify, escalate and mitigate risks and threats to business continuity and the achievement of the Council’s objectives.

Version History:	Person
1. Version created on 22/02/23.	B Garland
2. Version created on 15/01/23.	M Stobbs