

<b>Job Title:</b> Policy and Strategy Officer	<b>Role Profile Number:</b> SBC_12305
<b>Grade:</b> CFL 8 <b>Salary:</b>	<b>Date Prepared:</b> 1 April 2025
<b>Directorate/Group:</b> Enabling / Policy, Performance and Insights	<b>Reporting to:</b> Head of Policy, performance and insights
<b>Structure Chart attached:</b>	No

### Job Purpose

The post holder will lead on developing the organisational approach to strategic planning and policy development. This will support the alignment and delivery of activity to the Swindon Plan and emerging corporate priorities. The post holder will review, interpret and advise on the challenges and opportunities of national policy and local corporate agendas. They will support the development and implementation of local responses through corporate policies and strategies, monitoring the impact and progress, this will involve working with council wide teams, elected members and external partners.

The post holder will enable decision makers to be well informed related to key issues and opportunities, they will create change through developing and implementing policy and strategy. They will work with a range of stakeholders within the organisation, and through local partnerships to undertake research, gather insights, consolidate and present complex feedback as recommendations.

### Key Accountabilities

- Providing advice and recommendations to decision makers using legislation, policy and research expertise, ensuring the council is responsive to emerging needs. This will involve analysing information as well as synthesising best practice examples and providing local impact interpretation.
- Driving the integration of the Swindon Plan in council decision making, using performance and insights to strengthen and champion its delivery.
- Supporting the development, production and management of strategic planning processes such as business planning, including facilitating engagement to gather and coordinate the required information.
- Supporting the development and production of corporate policies and strategies alongside key stakeholders, ensuring effective impact monitoring, including to shape and maximise engagement with councillors through the Policy Development and Scrutiny Committees.
- Writing briefings, speeches and responses relating to council policy and strategic development, representing the council externally.

- Presenting complex information through a range of communication methods, including reports, facilitating workshops and stakeholder presentations.
- Working with colleagues in Communications to manage outward and internal communications and publicity on strategic and policy development activity.
- Maintaining an understanding of policy in national, regional and local context relevant to the remit of the council, translating and briefing senior stakeholders on key changes and actively encouraging them to apply this to their work.
- Use professional curiosity in developing and implementing programmes aimed at improving understanding and awareness of corporate policy among officers, councillors and partners.
- Work with colleagues in the Policy, Performance and Insights team to:
  - Meet corporate and departmental objectives;
  - identifying new opportunities and supporting the council to be innovative, deliver value for money and adopt best practice.
  - Carry out and support Equality Impact Assessments, data protection impact assessments and other requirements for all relevant activity undertaken.
  - Model an inclusive, supportive workplace environment, embedding the council's values and behaviours.
  - Participate in and/or lead specific projects to enhance the efficiency of council services and processes.

### **Supplementary Accountabilities**

- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation and data protection policies.
- The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

#### **Essential**

- An understanding of strategic, constitutional and governance matters in local government.
- Excellent interpersonal / people skills and communication skills (oral and in writing).
- Proven ability to work on own initiative, demonstrate organisational skills, and manage a varied workload to meet deadlines in a high-profile, fast-paced working environment.
- Proven ability to advise senior stakeholders on relevant strategic matters.
- Proven ability to undertake research and produce reports and / or briefing notes for a variety of audiences and meeting types.
- Strong analytical and critical thinking skills to create evidence-based recommendations, alongside excellent influencing and persuasive skills.

- Experience of leading activity in a dynamic environment, with changing and emerging priorities.
- Proficient IT literacy to use the council's Microsoft Office package, including effective skills in developing PowerPoint presentations and managing data using excel.

#### Desirable

- At least one year's experience of working directly within a local authority with senior officers and/or members.
- Project management skills, with experience of leading multi-service or multi-partner projects.

#### Qualifications

- Degree level qualification or equivalent, vocational experience.

#### Decision Making

- The post holder makes decisions on conflicting priorities, stays focused on delivering priority outcomes, and decides if changes to a course of action are required when priorities shift.
- The post holder will be involved in directly providing advice and support to Councillors, Officers, members of the public and other external bodies.
- The post holder must respect the terms on which confidential information is provided. At times certain information will only be supplied on a 'need to know basis'. The Monitoring Officer will be the arbiter in such instances.
- The post holder will use their knowledge, experience and discretion in evaluating whether and how matters should be brought to other's attention, and how such matters should be dealt with by providing sound and well-reasoned options.

#### Creativity and Innovation

- The post holder will be required to undertake research and write reports or briefing notes for senior officers, elected members, committees and management meetings.
- The post holder will identify and promote recognised best practice, standards and procedures (either internal or external) and support the overall team to deliver outcomes.
- The post holder will keep abreast of best practice and think tank research to explore innovations in the public sector.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>None</p> <p>Laptop and other equipment as may be issued by SBC</p>
--	--	---

## **Contacts and Relationships**

*(How the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- The job requires the post holder to communicate in person and in writing with officers on a day-to-day basis for the preparation of reports, research and other administrative requirements.
- The post holder will come into contact with a wide range of council services, senior officers, councillors, the public, external partners and stakeholders, and must build effective working relationships with them and provide high quality advice and support to them.
- The post holder will consider how others will respond to decisions made and adjust thinking and action accordingly.
- The post holder must build a relationship of mutual trust and respect with Councillors and Officers and other external people with whom they regularly liaise.

## **Other Key Features of the role**

*(Working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).*

The postholder will also have to demonstrate that they:

- Are politically astute.
- Are emotionally resilient.
- Have strong communication skills, adaptable to different audiences.
- Have personal credibility to provide advice and support to councillors and officers.
- Are able to cope and function effectively when working in a pressurised environment.
- Are able to work effectively with people at all levels within the council, relevant political parties, and other outside bodies.
- Have the ability to work effectively as an individual, planning and delivering own workload without direction.
- Are able to respond to a changing pattern of demand at work which can be unpredictable and unplanned, requiring constant shifts of priority.
- Will take personal accountability for their own performance, improvement and results.
- Appreciation of diversity in both colleagues and service users and recognise individual needs

Mainly office based at the Council's offices with the option to work remotely when not required to be present on the campus. Post holder will on occasion be required to attend meetings at venues external to Swindon Borough Council.

The job's responsibilities will require some evening working. This will be managed within the Council's flexi-leave policy.