



Role Description

Role Title: Specialist – Strategy & Commissioning

Location: Yeovil / Agile

Job Family: Specialist

Grade: 6-8

Main purpose

Delivering specialist Strategy & Commissioning services to internal and external customers, supporting the interpretation of ambition and vision into outcome focussed plans, strategies, projects and initiatives. Delivering our ambition by ensuring performance threads through everything we do and delivering a People Strategy that ensures we have the right workforce for our future. Communicating with our residents, businesses, partners, stakeholders and our staff is also critical to these roles.

Key tasks

Grade 6

- To provide specialist, professional support to the organisation
- Provide specialist strategic advice and capability, keeping up to date with current best practice, changes to policy and legislation to ensure continuous development and improvement in the Strategy & Commissioning function.
- Being accountable for complex or contentious tasks and/or projects, liaising with external agencies and partners including Members, other public sector bodies etc.
- Support, guide and advise other colleagues within Strategy & Commissioning
- Prepare and present reports to council committees and other internal and external meetings as required.
- Ensure personal, professional development is maintained to the required standards.
- Contribute to reducing demand by building prevention and an enabling approach into all areas of work as appropriate
- Act as a champion for Strategy & Commissioning, providing business partnering to other area(s) of the organisation - advising, educating, acting as a buddy, and supporting knowledge transfer to enable the organisation to maximise performance
- Promote equality of opportunity in all aspects of the role in line with corporate policies, training and procedures





- Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
- Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.

Grade 7 - In addition to the tasks outlined above, a Grade 7 post will be expected to:

- Ensure that work streams, tasks and projects are managed and completed at the appropriate level (within specialist teams and case services).
- Specify, develop and manage projects and initiatives that support delivery of Council objectives.
- Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policies.
- Ensure and develop appropriate levels of quality and specialist knowledge with Case Officer colleagues.

Grade 8 - In addition to the tasks outlined above a Grade 8 post will be expected to:

- Work closely with the Strategy Leads to provide expert knowledge and support to deliver the priorities of the Council.
- Provide technical support and mentoring, encourage transfer of specialist knowledge, share best practice and associated changes to frameworks, policies and/or strategies.
- Accountable for very complex workstreams, tasks or projects that may have high impact, either politically or within the community and/or where there are no precedents.
- Guide, advise and mentor other specialists in professional area.
- Provide technical leadership on strategic programmes.





Personal Specification

Professional and educational qualifications

Essential	Desirable
Full membership of the RTPI or working towards	
A degree in Town Planning (or qualified through strong relevant experience)	

Experience

Essential	Desirable
Professional competence / expertise and proven experience in Policy Planning	Experience of working for a local authority
Experience of Local Plan preparation or policy writing/making representations to the Local Planning Authority	
Assisting in planning and delivering projects/ programmes	Planning and delivering projects/ programmes
Preparation and presentation of strategic documents, strategies, policies or reports.	
Experience in dealing with customers, businesses, and stakeholders	Partnership working experience
Working in a matrix environment where cross team and corporate working are essential	

Key Skills and Abilities

Essential	Desirable
Ability to prioritise, meet deadlines and work effectively under pressure	Able to exploit the use of new technology
Good communication skills both written and verbal to include report writing, presentation and influencing skills	Investigative skills
Verbal reasoning	Negotiation skills
Decision making and problem solving	Able to work with teams across an organisation to improve services





Essential	Desirable
Team working	
Microsoft Office	Proficient in other IT applications
Flexible and resourceful	Project and/or change management
Full Driving Licence	

Knowledge

Essential	Desirable
Knowledge of current planning policy	Understanding of wider processes – e.g. economic development, environmental, legal - to provide holistic perspective on service delivery
Good working knowledge of legislation and developments within planning	
Equalities policy and procedures	
Broad knowledge of the Council systems and services	Understanding of corporate processes to ensure timely project delivery and sign-off

