

Job Description and Person Specification

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| Job title: | Principal Policy Officer (Corporate Programme) |
| Directorate: | Resources |
| Service: | Strategic Support |
| Team: | Corporate Programme |
| Post number: | 04752 |
| Salary grade: | J |
| Work location: | Market Street |
| Reports to: | Corporate Programme Manager |
| Supervises: | Seconded Project Officers |

Job Purpose

To ensure the efficient and effective management and administration of the Council's Corporate Improvement Programme and to ensure that it is coordinated effectively with the Council's other governance arrangements as appropriate.

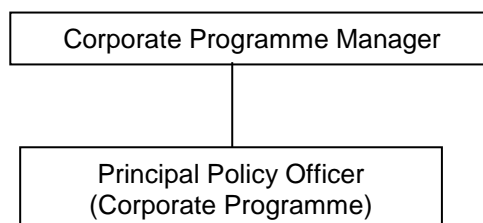
To be responsible for effectively managing the agenda planning and the management and delivery of the Council's Corporate Improvement Programme.

To effectively lead and manage Project Officers allocated to the Programme, ensuring delivery of the relevant strategic and service objectives set out in the Programme and ensuring strong and effective resource management within the team.

To be responsible for providing advice to Members to ensure that they operate effectively and adhere to the Constitution and act within the Statutory Code of Conduct.

To work closely with the Leader and Executive, Chief Executive and to meet the objectives of the Corporate Improvement Programme.

Structure Chart



Main Duties and Responsibilities

Service Management

To assist the Head of Service in providing strong and effective management of the service area through :

- Promoting the Council's Corporate Values and ensuring the Council's Vision, Values and Objectives are achieved by providing a clear sense of purpose and direction within Corporate Programme Team.
- Participating in corporate projects and initiatives.
- Building positive working relationships with the Leader, Executive and other Council Members and assisting them in the performance of their duties.

Main Duties and Responsibilities

- Promoting good external relations, and promoting the interests of the Council, by, for example, representing the Council at regional and local levels.
- Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council. To mainstream equality within all the activities of the Corporate Programme and contributing to the Strategic Support service area Equality Impact Assessments.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, take reasonable care of self and others and comply with the WBC Health and Safety policy and any service-specific procedures/rules that apply to this role.

Team Management

Ensure sound and robust leadership and management of the Corporate Programme through:

- Continuously reviewing opportunities to improve the efficiency and effectiveness of the team including the delivery of continuous improvement and best value.
- Meeting the Council's Customer Services standards.
- Effective human resource management, encompassing implementation of the Council's Human Resource Management policies, procedures and guidance as they may relate to Project Officers supporting the Corporate Programme.
- Effective programme and performance management, including implementation of the Council's performance management practices and the setting and monitoring of service standards.
- Effective Health and Safety management, including implementation of the Council's Health and Safety policies, procedures and practices.

Specific Job Responsibilities

- To be accountable to the Corporate Programme Manager and to act on their behalf as and when necessary.
- To be responsible for managing the Council's Corporate Improvement Programme– this includes the production of reports, agendas, attendance at meetings, production of minutes and following up of actions arising from meetings.
- To be responsible for monitoring and tracking the implementation of Board decisions and maintaining a Forward Plan over a period of one/two years.
- To work closely with the Leader of the Council, Members of the Executive, Chief Executive and Corporate Board to ensure that the business of the Corporate Programme is transacted efficiently and effectively.

Scope (impact on/control of resources, people, money etc.)

Impact: Frequent contact with the Leader, Chief Executive, elected Members, in particular the Executive and Corporate Board.

Employees: Coordination of a team of seconded Project Officers.

Decisions: Post holder is expected to work with limited supervision and must be able to work in a flexible manner to ensure that changing priorities are addressed. The post holder might be required to develop plans and strategies which set out the general direction of the Council, individual services or partnerships over a 3 to 5 year time frame.

Money: None.

| Person Specification | | |
|---|-------------------|------------------|
| Qualifications | Essential/ | Desirable |
| Degree level or equivalent level of experience and expertise | E | 1 |
| Post-graduate management qualification or equivalent | D | 1 |
| Training in statistical analysis, research, performance and quality management. | D | 2 |
| Experience | | |
| Experience of project management | E | 1 |
| At least 3 years experience of programme management. | E | 2 |
| Knowledge and understanding | | |
| High intellectual capacity with the ability to challenge and innovate. | E | 1 |
| Very sharp political awareness. | E | 2 |
| Sound understanding of processes for policy and/or democratic/community support, preparation and implementation. | E | 3 |
| Capacity to facilitate internal/community/public meetings and write and present reports. | E | 4 |
| Good understanding of all the services provided by a unitary authority. | D | 1 |
| Skills and abilities | | |
| Ability to use Outlook, and a web browser to access information | E | 1 |
| Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc.) | E | 2 |
| Ability to provide direction to the team | E | 3 |
| Excellent communication skills (both oral and written). | E | 4 |
| Ability to promote equality and opportunity | E | 5 |
| Ability to facilitate change | E | 6 |
| Ability to develop productive working relationships with colleagues and stakeholders | E | 7 |
| Ability to manage the team and provide learning opportunities for employees | E | 8 |
| Ability to use resources effectively | E | 9 |
| Ability to achieve results | E | 10 |
| Work-related personal qualities | | |
| Leadership | E | 1 |
| Creativity and innovation | E | 2 |
| Ability to work on own initiative without supervision and be proactive in tackling issues without supervision | E | 3 |
| Ability and credibility to represent the Council to external organisations | E | 4 |
| Ability to work very flexibly balancing a large number of competing work demands at any one time | E | 5 |
| Able to work effectively both within a team and independently. | E | 6 |
| Ability to develop effective and productive working relationships with Members and officers at all levels in the organisation and with external partners | E | 7 |
| Resilient and able to work effectively at the most senior levels in the Council | E | 8 |
| Other work-related requirements | | |
| Full clean driving licence | E | 1 |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post | E | 2 |
| Is this post politically restricted? | Yes/No | |