**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Head of Policy, Performance and Analysis | **Grade**:  MG3 |
| **Section:**  Policy and Performance | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  Assistant Chief Executive (Policy and Performance) | **Responsible for following staff:**  Business Intelligence Manager  Performance and Programmes Manager  Policy and Review Manager |
| **Post Number/s:** | **Last review date:**  December 2018 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The post holder is responsible for a multi-disciplinary team delivering a range of strategic advice, analysis and support on policy development to Directors, the Chief Executive and leading members. The post holder will help develop the strategic direction for the councils, including leading on corporate planning, and lead on the delivery of major service reviews, providing challenge, and making recommendations for future service delivery. It will provide expert advice to ensure that the councils’ statutory responsibilities with regards to equalities are met and oversee the operation of an effective and efficient joint performance management framework that highlights and supports performance improvement. The post will also manage a centralised Business Intelligence function that will work collaboratively with internal and external stakeholders, to help assess needs that inform commissioning and service delivery with reach across the SSA. It will work to reduce duplication and create better and more robust shared evidence bases on which to monitor and evaluate programme delivery and effectiveness.

**Specific Duties and Responsibilities**

1. To support the development and delivery of the vision and strategic direction for the councils and the SSA, and the delivery of key policies and priorities by advising on appropriate plans and strategies, including commissioning intentions and maintaining corporate oversight of their effective delivery / implementation.
2. To advise members and senior managers on implications and potential responses arising from major cross-cutting policy and legislation changes.
3. To manage the delivery of major service reviews and make recommendations for change that contribute towards improved outcomes for residents, leading edge performance and better value for money.
4. To support the implementation and oversight of key or other high-profile projects, including ‘trouble shooting’ areas of concern and/or under-performance.
5. To lead the corporate planning process for both councils, ensuring that priorities and areas for development are fully covered.
6. To respond to all Members’ enquiries in a timely fashion.
7. To ensure that both councils comply with current equalities legislation and advise on the SSA’s approach to service equalities, including Equality Impact Needs Assessments (EINAs) as they relate to services, and stakeholder liaison, and ensure that the promotion of equalities is a key feature of councils’ activity and service changes.
8. To deliver an effective SSA Performance Management Framework that drives achievement of top quality services. Identifies good performance and highlights and challenges areas of underperformance (including delivery of programmes).
9. To collaborate with services in the delivery of key analysis, intelligence and insight to inform needs assessments, strategic decision-making and high-quality commissioning and including statutory outputs (JSNA, Strategic Assessment etc.).
10. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
11. To provide strategic, operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
12. To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
13. To ensure business and budget plans are produced for all functions within the service and ensure they are effectively managed within the approved budgets.
14. To promote and develop good working relations and collaborative arrangements with relevant third-party organisations agencies including private, voluntary and other public organisations, to forge effective partnership working.
15. To represent the SSA, and where appropriate customers, in dealing with external organisations.
16. To deputise for the Assistant Chief Executive (Policy and Performance) as appropriate.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Budget holder
* Required to attend meetings such as Overview and Scrutiny Committees and Partnerships outside of the normal working day.
* Post holder will be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre) in order to manage staffing teams across both sites. Staff in Team are collocated with Public Health and Community Safety colleagues in one site at each location.

**Current team structure**

**Person Specification**

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| **Post Number/s:** | **Last review date:**  December 2018 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Extensive knowledge of policy development as it relates to local government and the delivery of services. | A I T |
| **Experience** | |
| Experience of operating in a political environment, recognising and handling in an appropriate manner, confidential or sensitive information and distinguishing between political and non-political activities. | A I T |
| Experience of equalities legislation and how it applies to services | A I T |
| Experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting. | A I T |
| Experience of successfully leading and managing high performing and multi-disciplinary teams of (often senior) staff. | A I T |
| Experience of managing budgets and allocating staffing resources. | A I T |
| Knowledge of performance and programme management and how it relates to service improvement in local government. | A I T |
| **Skills** | |
| Ability to communicate effectively and authoritatively both orally and in writing, with councillors, officers, partner organisations and the public. | A I T |
| Ability to exercise tact and diplomacy, and first rate interpersonal, negotiation and influencing skills. | A I T |
| Ability to work at pace, juggle priorities, and assimilate new information quickly and ability to make sound decision and judgements under pressure. | A I T |
| Sound judgement and the ability to balance risks and responsibilities in order to act in the best interests of the organisation. | A I T |
| Demonstrable ability to use IT applications to manage and manipulate information and of researching information (textual, financial and statistical) from a variety of sources to present it in a consistent, concise and understandable way, both orally and in writing. | A I T |
| Proven experience of leading reviews of council services, often in tense and challenging circumstances, and making positive recommendations for change. | A I T |
| Leading change successfully in a positive way. | A I T |
| Proven ability to managing workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting | A I T |
| Ability to work both independently and as an effective team member, using initiative and adapting to changing priorities and deadlines in a calm, well-organised and methodical manner. | A I T |
| **Qualifications** | |
| Educated to degree level in a related subject area or equivalent through work experience | **C** |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**