

# Job Profile

Position Details	
Post	Policy & Equalities Team Manager
Service Area	Strategy & Communications Directorate
Reports to	Head of Service
Grade	PO7
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> <li>1. To lead and manage a range of high profile policy and strategic projects, which contribute to the delivery of corporate priorities, as set out in the new Borough Plan.</li> <li>2. To lead new policy and strategy development, equalities and business improvement across the organisation, in agreed areas.</li> <li>3. To manage the Policy Team, enabling the team to deliver a range of projects as allocated, and building policy capability across the organisation.</li> <li>4. Working with colleagues from legal and HR, provide support and advice to the Corporate Leadership Group to ensure compliance with the Equalities Act 2010 and that as an organization we deliver on our corporate equalities objectives.</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To provide strategic advice and direction to the Council. This will involve working closely with senior managers and policy officers across the Council, advising and supporting them in relation to the changing policy context.</li> <li>2. To work with the Assistant Director for Strategy &amp; Partnerships and the Head of Service to commission and deliver the development of policy and strategy across functions. This will involve leading new analysis and engagement and developing new policy and systemic change. The role will ensure project delivery is to a high standard and driven by intelligent use of research findings and conclusions.</li> <li>3. To manage relationships with key stakeholders, external partner organisations and a range of other professionals to ensure effective collaborative working on key policy issues. To use a high level of interpersonal and team working skills to support partnership and matrix working.</li> </ol>

4.	To design and lead effective meetings and working sessions with residents, staff and stakeholders. Develop innovative and creative ways in which to ensure customers are at the heart of everything the council delivers.
5.	Keep an up to date understanding and knowledge about key relevant legislation and associated statutory requirements, including equalities legislation, ensuring that this understanding is central to strategy and policy development.
6.	To take a lead role in promoting the Council's Public Sector Equality Duty, ensuring that all work is undertaken with understanding, knowledge and application of the partnership and Council's equalities policies and aspirations.
7.	Perform all duties with due regard to political sensitivity, tact and diplomacy, and maintain confidentiality at all times.
<b>Manage the Policy team</b>	
8.	Manage the Policy team to ensure high levels of performance and be responsible for the performance and development of staff members, in line with the Council's HR practices.
9.	Deputise for the Head of Service as required and build strong relationships with the Leader, Cabinet and Senior Leadership Team.

Generic Responsibilities	
1.	Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2.	Maintain a safe and healthy working environment and ensure that the Council's policies in this area are adhered to.
3.	Maintain a good working knowledge of the Council's functions and processes and keep up to date with changes.
4.	Knowledge and experience of using IT.
5.	To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b>Abilities/Experiences</b>	
<ul style="list-style-type: none"> <li>Experience of working directly with senior officers and Councillors and working in a complex, politically-led environment.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability and experience of developing strong working relationships across all levels of the organization in terms of both officers and Members;</li> </ul>	Essential

<ul style="list-style-type: none"> <li>• Ability to brief and advise the corporate and political leadership teams and equivalents, face to face, confidently, concisely and clearly and deal with their questions.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Proven ability to innovate and develop ideas and concepts into practice, with experience in policy and strategy development at a project manager level.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Able to stay abreast of new developments, tools and techniques relevant to the function and the capability to communicate and deploy these in an appropriate, effective way.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to prioritise and manage the workload of the team effectively in a busy environment.</li> </ul>	Desirable
<p><b>Qualifications (only if applicable)</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Project management qualification</li> </ul>	Desirable
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the main issues affecting local government, ideally involving working directly with senior officers and elected Members.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Highly developed written/oral communication skills.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Demonstrable experience of research and analysis, project management, and policy briefings in either the public or private sector – ability to produce complex, high quality reports and analysis for senior officers and Cabinet.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Knowledge and experience of project planning and management.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Knowledge of qualitative and quantitative research methods and first rate analysis skills.</li> </ul>	Essential

Main Contacts & Other Information
<p>Main Contacts:</p> <ol style="list-style-type: none"> <li>1. Head of Service</li> <li>2. Head of the Leader's Office</li> <li>3. Assistant Director of Strategy &amp; Communications</li> <li>4. Senior Leadership Team and Corporate Management Group</li> <li>5. Leader and Cabinet Members</li> <li>6. Key external partners and stakeholders</li> </ol>
Organisational Structure

The Policy team is a small team, with a flat structure. The Policy team manager will manage the four to five members of the team directly.

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	X			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	60%
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.	Yes	30%	Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.	Rarely	2%
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.	Yes	75%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
IT equipment; resources allocated to specific projects as directed by the team manager
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Yes – maintaining, updating and analyzing project plans and data will be a key element of the role.
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No