

# JOB DESCRIPTION



<b>POST TITLE:</b>	<b>Senior Strategy Officer</b>
<b>GRADE</b>	<b>10</b>
<b>DIVISION / UNIT</b>	<b>Local Economy Team</b>
<b>DEPARTMENT</b>	<b>Finance</b>
<b>REPORTS TO:</b>	<b>Principal Strategy Officer</b>

## PURPOSE OF THE JOB

1. To lead and manage projects within the Local Economy Team, including research and policy development, governance, community and business planning and engagement, commissioning, and performance and review.
2. To provide strategic and policy advice to senior officers of the Council and senior representatives of partner organisations.
3. To build and maintain relationships with relevant external stakeholders.
4. To assist in ensuring that divisional activities and practices support the strategic direction and priorities of the Council (as expressed through the Council Delivery Plan) and its partner arrangements and relationships.

## PRINCIPAL ACCOUNTABILITIES

### Responsibilities

5. Be responsible for the delivery of relevant projects. This will include developing the project vision and its strategic impact on other departments & services, securing successful outcomes to project critical decisions/milestones, identifying and managing risks and issues, setting headline objectives and managing overall achievement. It will often be necessary for the postholder to coordinate and align people and resources not directly within their control and this role will usually entail leading more than one project simultaneously.
6. Produce and present reports to the Chief Officer Team, Cabinet, Scrutiny committees, Senior Management Teams and local partnership bodies in relation to strategy functions. Disseminate information on research and policy development, governance, community and business planning, commissioning, and performance and assessment throughout the authority.
7. Keep fully up to date with national and local developments with regards to relevant strategy functions. This will entail, at the minimum, contact with national and regional associations and the creation and sustaining of relationships with other local authorities.
8. Provide strategic and policy advice to senior officers of the Council and senior representatives of partner organisations.
9. Develop expertise in one or more strategy functions.
10. Represent the Council at internal and external meetings and working groups.

## **JOB CONTEXT**

This role is part of the team leading on the delivery of the Council Delivery Plan commitment to deliver 'a thriving and inclusive economy'. Key commitments under this promise include supporting residents who face the most barriers to employment into jobs, creating 2,000 new green jobs and 2,000 apprenticeships. We also support Southwark residents to start more businesses, co-operatives and social enterprises, providing extra support for entrepreneurs who are underrepresented in business, including women, Black, Asian, minority ethnic and disabled people.

The role holder will lead and manage projects, including research and policy development, governance, community and business planning and engagement, commissioning, and performance and review as part of the broader work of the Local Economy Team and work collaboratively with partners to help deliver wider council commitments.

This is a key delivery role and the postholder will play a lead role in specifying and delivering high profile and crosscutting projects across a range of different strategy functions. The job will at times be complex and demanding. It is a position that will enable the postholder to engage with a wide range of people and services. While working within a team, they will also have contact with the most senior officers and with elected members of the Council.

### **Grade/Conditions of Service**

Evaluated as Grade Hay 10

Salary levels are set by the National Joint Council (NJC) for Local Authorities

### **Working times**

Contractual hours: 36 per week in accordance with the needs of the service Monday to Friday.

The post holder may be required to work outside of normal working hours in accordance with service needs.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

# PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	<b>Essential (E)</b>	<b>How assessed (S/ I/ T)</b>
<b>Knowledge, including educational qualifications:</b>		
1. Degree (including higher level apprenticeship) or recent and relevant experience at an equivalent level	E	S
2. Knowledge of one or more of the key programme areas of research and policy development, governance, community and business planning, commissioning, and performance and assessment	E	S
3. Working knowledge of current social, political and economic issues relating to the work of the public sector, especially the process of modernisation of national and local government and what this means for strategy and partnership work	E	I
4. Knowledge of policy and strategy networks and information sources in England	E	I
5. Knowledge and understanding of the theory and practice of project delivery in complex organisations	E	I
<b>Experience:</b>		
6. Experience of project delivery in a strategy, policy, planning or performance context	E	S
7. Experience of working in local government or other multi-functional organisation in the public, private or voluntary sectors	E	S
8. Experience of knowledge and information management in support of policy development, performance management or community and corporate planning	E	I
9. Experience of analysing complex problems and making proposals for change	E	I/T
10. Experience of writing reports and creating presentational materials in a variety of media for a range of audiences and stakeholders	E	I/T
<b>Aptitudes, Skills &amp; Competencies:</b>		
11. Able to work collaboratively and purposefully with partners in other departments of the Council and in partner organisations locally and nationally	E	S/I
12. Able to write clearly and concisely on complex and multi-faceted topics	E	S
13. Able to work creatively and flexibly, taking a proactive approach to risk and issue management	E	I
14. Able to use of new technology to support strategy work, especially word processing, spreadsheets and presentation software	E	I
15. Able to analyse, synthesise, interpret and explain data and information drawn from a variety of sources	E	I/T
16. Able to manage own work, referring up only at defined review points and by exception	E	I
17. An ability to acquire new skills and knowledge, taking responsibility for own personal development with a commitment to learning.	E	I
<b>Special Conditions of Recruitment:</b>		
Comply with and promote the Council's Equal opportunities policy		

**Key:**            **D**    Desirable                    **S**    Shortlisting criteria

**E**      Essential

**I**      Evaluated at interview  
**T**      Subject to test