

## JOB DESCRIPTION

<b>Job Title</b>	Corporate Strategy & Policy Manager		
<b>Directorate</b>	Strategy Performance & Communications		
<b>Reporting to</b>	Head of Assurance, Performance & Risk		
<b>Grade</b>	7		
<b>Evaluation ref:</b>	RP208	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
Responsible for leading and matrix managing the work of a team of policy and strategy professionals, including developing and allocating programmes of work Leading the development, implementation, and evaluation of corporate strategies and policies that align with the council's strategic objectives. Working closely with senior leadership and various service areas to ensure that policies are effectively communicated and integrated into the council's operations. Monitoring and reviewing the effectiveness of policies, ensuring compliance with relevant legislation, and fostering a culture of continuous improvement.			
<b>Accountabilities</b>			
<ul style="list-style-type: none"> <li>Lead and matrix manage the work of a team of policy and strategy professionals, including managing staff and budgets, and developing and allocating programmes of work</li> <li>Management of the council's Corporate Strategy and Policy library.</li> <li>Draft policy briefings for senior colleagues and elected members as required.</li> <li>Lead integrated policy development across the organisation through the development of working relationships with directorates and services and by providing advice, guidance and support; ensuring coherent linkages between various policies and strategies are developed to maximum effect.</li> <li>Ensure effective communication and integration of policies across the council.</li> <li>Monitor and review the effectiveness of policies and strategies. Evaluate the content, implementation or impact of policies and identifying learning points to improve future policies</li> <li>Ensure compliance with relevant legislation and regulations.</li> <li>Provide advice, insight, guidance, and support to council members and senior managers on issues relating to strategy and policy development. Fostering a culture of continuous improvement.</li> <li>Undertake horizon scanning, and design, direct and implement research work that will support the development of strategies and policies for the council Prepare reports and presentations for senior leadership and stakeholders.</li> <li>Contribute to the development and delivery of the council's strategic change and improvement agenda.</li> </ul>			
<b>Knowledge / Experience / Skills</b>			
		<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>			

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Knowledge of strategic planning and policy development.	x	
Understanding of public sector governance and legislation.	x	
Familiarity with local government operations and services.	x	
Knowledge of research and analysis methodologies.	x	
Awareness of current trends and issues in public policy.		x
Understanding of performance management frameworks.		x
<b>Experience</b>		
Experience in a strategic planning or policy development role	x	
Experience in managing and leading teams.	x	
Experience in working with senior leadership.	x	
Experience in conducting research and analysis.		x
Experience in preparing reports and presentations.		x
Experience in fostering a culture of continuous improvement.		x
<b>Qualifications / Registrations / Certifications</b>		
Degree or relevant experience in Public Administration, Political Science, or a related field.	x	
Professional certification in strategic planning or policy development.		x
Project management certification.		x
<b>Skills</b>		
Strong analytical and problem-solving skills.	x	
Excellent communication and presentation skills.	x	
Ability to manage multiple projects and priorities.	x	
Strong attention to detail and accuracy.	x	
Ability to work collaboratively with diverse teams.	x	
Proficiency in research and analysis tools.		x
<b>Working Conditions</b>		

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Office work role, there may be the requirement to travel to various offices/workplaces across the county.

### **Dimensions of the role**

This post does not have any line management responsibility.

### **Working Arrangements**

Somerset Council's dynamic Working Strategy will be applied to this position

### **Corporate Accountabilities**

Date: