

Assistant Director Strategy, Policy, Performance & Partnerships job profile

Job title	Assistant Director Strategy, Policy, Performance & Partnerships
Post number	TBC
Grade	AD3
Directorate	CEX
Responsible to	Assistant Chief Executive
Liaison with	Senior Leadership Team, Leadership Group, Members, Leader and any other external stakeholders
Date profile last reviewed	July 2023

Job purpose

To develop the Corporate plan and deliver all the Council's aims and objectives set out in the Plan with particular emphasis on ensuring local and national policy matches local customer need.

To provide leadership for the Council on the key strategies required to deliver the Council's outcomes, working collaboratively with the senior leadership team and the political leadership to advise, support, challenge and deliver their vision.



Values and accountabilities

Our values:

- **ambitious** – by continually improving
- **collaborative** – by working together
- **compassionate** – by building relationships based on empathy, respect and dignity
- **empowered** – by removing barriers to influence outcome
- **proud** – of everything we do and championing Thurrock Council
- **inclusive** – by acting in a way that exemplifies what we expect of each other

Key corporate accountabilities:

- Provide high level advice and support to the Chief Executive and Elected Members in shaping the strategic direction of the Council.
- Develop effective relationships with service users and ensure that the services provided reflect their needs.
- To drive culture and behaviour change throughout the organisation and role model behaviours.
- Take a lead role on driving through at pace, the ambitious change agenda required under intervention and accountable for continuous improvement post-intervention
- Provide strong, forward-thinking leadership which results in high quality services that complement and further corporate objectives and values.
- Plan and monitor the service's budget ensuring strategic direction, clear accountability, best value and optimum income generation.
- Ensure effective leadership, motivation and development of the service's staff.
- Regularly review resources, services and partnership arrangements in order to identify, and act upon, opportunities to improve service delivery.
- Take a lead role in furthering the Council's commitment to promote diversity and oppose discrimination in the provision of services and as an employer.
- Take the lead role on Corporate Governance for the Council.
- Ensure full compliance with all legislative and statutory requirements, including health and safety at work, and the local policy framework.

Key service accountabilities:

- To develop the corporate plan and lead the delivery of the Council's aims and objectives set out in the plan
- To lead on providing updates on major legislative or other Government proposals or changes, and valuable data insights to support SLT and politicians in their decision-making and the shaping of corporate policy and plans
- To lead, develop, implement, and communicate applicable strategies to support the Council
- To build and develop partnerships in the best interest of the Council
- To be an inspiring communicator of the Council's vision and priorities both internally and externally, to promote high levels of awareness and understanding of the aims, objectives and values of the council and its achievements in delivering services to and developing its communities gaining support of these groups through sensitivity to needs and by achieving organisational goals
- To react to changing circumstances and priorities to develop and implement strategic policies and strategies on key issues affecting the organisation and place e.g., poverty or homelessness
- To commission the delivery of integrated, accessible, high-quality services to the residents of and visitors to the area and to bring about continuous improvements
- Understands and contributes to effective working across all sectors and identifies potential areas of improvement, ensuring partnerships are focussed on outcomes, represent the Council in discussions and negotiations with statutory agencies and public service providers including central, regional, local government and the voluntary sector
- To drive forward the performance framework, ensuring fit for purpose performance improvement mechanisms are in place within the organisation, and the effective monitoring of progress against key objectives and priorities
- To actively foster and develop positive relationships with all local and regional partners, including the voluntary, private sector and local business as well as other statutory bodies acting as an "Ambassador" for the Council and to promote its interests and activities, working in collaboration with partners across boundaries to communicate the Council's vision, priorities, objectives effectively both to staff, through internal communication and consultation methods, externally to partners, agencies and the public.
- Ensure that continuous improvement, value for money and best value are delivered by challenging existing practices, setting targets for improvement, and intervening as necessary, contribute in the activities to modernise service delivery and management, including the investigation of opportunities to deliver services on a shared basis with other local government and service providers whilst maintaining a balance between changes and stability.
- To work with political powers within and beyond the Council, understanding how decisions are made in the political environment and the influence of external organisations and community groups on the political decision process.
- Provides inspirational and constructive leadership to the team and creates the conditions for a high performance networked operating model and culture, encouraging innovation and smart working through hybrid working
- To deputise for Assistant Chief Executive as required

This post is politically restricted under the Local Government and Housing Act 1989 and post holders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Person specification

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Directorate	CEX

Information for applicants

The person specification provides an outline of the experience, skills and abilities we expect the successful applicant to possess. You should match your own skills, experience and abilities to those listed below. Tell us in what way you meet the requirements.

Disabled people will be offered an interview where they meet the essential requirements alone

Requirements for this job

Method of testing:

- A = Application form**
- I = Interview**
- T = Assessment tests**
- O = Other**

Key competencies and behaviours	Method of testing
Degree and/or equivalent professional qualification or work experience (specific and relevant to the area of the post)	AO
Evidence of continued professional, leadership and personal development	AO
Significant relevant experience in a senior management position with a record of measureable success	AI
Demonstrable success at inter-agency working	AI
Experience of identifying and developing opportunities for innovation, improvement and change	AI
Able to work under sustained pressure	T
A high level of financial awareness and ability to understand the financial implications of strategy and policy	T
Ability to lead and develop solutions to complex problems and manage others to promote a solution-focused approach	AIT
Excellent written and oral communication skills, with proficiency in ICT	AIT
Political awareness	IT

Key competencies and behaviours	Method of testing
Considerable interpersonal skills including the ability to persuade, negotiate and influence	IT
Ability to promote diversity and oppose and challenge discrimination in the provision of services and as an employer	AI
Commitment to the principles of agile working including the ability to work flexibly with regards to both hours of work and location of work including remote and home working as required.	AI

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Recruitment safeguarding	Requirement
Will the post holder have substantial unsupervised access to children or vulnerable adults?	No – use standard recruitment process Yes – use the Safer Recruitment process
Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance.	No – Not required Yes – Basic level Yes – Standard level Yes – Enhanced level

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