

JOB DESCRIPTION

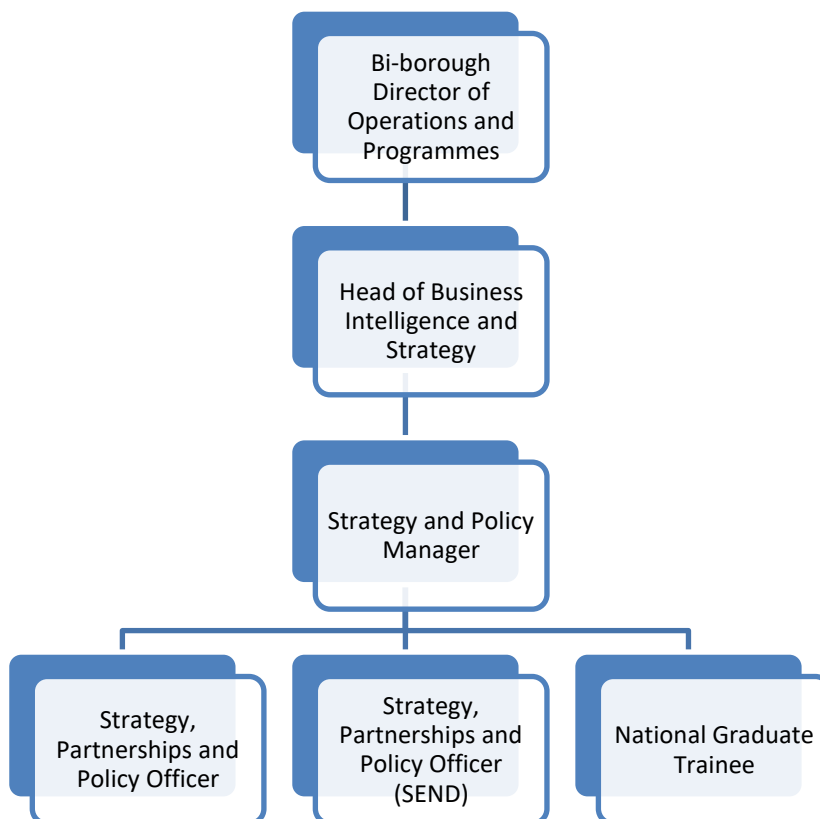
Job Title	Strategy, Partnerships and Policy Officer
Position Number(s)	51014797
Department	Children's Services
Section or Service	Operations and Programmes
Grade	Grade G

DESIGNATION:

Responsible to:	Strategy, Partnerships and Policy Manager
Employees directly supervised (if applicable):	N/A

Family Tree

Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.



1. JOB PURPOSE:

Main Purpose of the Job

- The Strategy, Partnership and Policy Officer is responsible for playing a key role in the articulation of Bi-borough Children's Services strategic outcomes and priorities.
- Manage performance reporting including key achievements and risks on a quarterly basis against the delivery commitments of Fairer Westminster.
- Participate in the development of the Department's key strategies and policies, facilitating the service development, partnerships and governance activity required to ensure that these strategies are realised.
- Work as part of the team on the effective preparation for external inspections such as the Local Authority Service for Children (ILACS) and/or Youth Offending Team inspection, including quality assurance of documentation, communicating with stakeholders and tracking of service improvement activity arising from completed inspections.
- Play a lead role in research and oversight of relevant policy developments both nationally and regionally.
- Co-produce strategic documents, seek feedback on services, benchmark performance and research good practice.
- The Strategy, Partnership and Policy Officer will identify, develop and sustain strong and productive relationships with stakeholders in both Boroughs including with Lead Members to inspire confidence and provide assurance in service delivery and impact.
- As part of the Operations and Programmes Directorate, this post plays a key role in promoting and embedding a culture of innovation, continuous improvement and enterprise that challenges existing practice and develops new, more effective means of improving service outcomes.

2. DESCRIPTION OF DUTIES:

- To lead on the development and implementation of high-quality strategies, policies and plans that articulate and align activities for Children's Services.
- Manage performance reporting including key achievements and risks on a quarterly basis against the delivery commitments of Fairer Westminster and act as the main point of contact for all Westminster performance reporting.
- Develop and co-ordinate service-wide performance measures and targets for corporate reporting. Work with leaders and officers to write reports and develop relevant updates that reflect the achievements and challenges of the Service for senior stakeholders and committees.
- To drive service improvement by analysing performance data, customer insight and develop the Department's annual social care self-evaluation and improvement plans.
- To ensure that forward planning and other systems are in place for supporting elected members and governance in two authorities.
- To proactively provide briefings that meet the needs of senior managers, elected members and others regarding key policy developments at a national and local level.
- To contribute to the Department's understanding of the national, local and organisational context in which Children's Services operates, facilitating decision-making and

collaborating with service transformation and commissioning leads.

- To coordinate and achieve agreement on the Councils' responses to national agendas, initiatives and consultations.
- To support key political processes, contributing to the quality, clarity and consistency of the Department's interactions including direct contact with elected members and senior officers.
- To support the drafting of bids for external funding and award proposals.
- To identify key tasks required for the effective preparation for external inspection frameworks, including quality assurance of documentation, communicating with stakeholders and tracking of service improvement activity arising from completed inspections.
- To act as a key point of contact during inspections, working as part of a team which ensures that demands are responded to and that progress and issues are effectively communicated to stakeholders.
- To provide advice and expertise to ensure effective consultation, engagement and co-design contributes to policy and service development.
- To ensure issues of diversity and equality inform service development and changes, ensuring that statutory responsibilities are met.
- To work collaboratively as part of a small team, offering advice and support to other Strategy, Partnership and Policy officers as required and responding positively to reasonable requests outside the duties set out here.

I agree to the above job description

Post Holder.....

Date.....

Director / Chief Officer.....

Date.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Strategy, Partnerships and Policy Officer
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care Practice Standards and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications: Essential: • Educated to degree level/equivalent • Evidence of continuing professional development
C	Knowledge and Experience: Essential: • Ability to think creatively to come up with new ideas to provide solutions to complex problems. • Ability to absorb, interpret and adapt different sources of information and data to develop credible proposals and solutions. • Outcomes-focused and solution-oriented. • Ability to influence stakeholders, externally and internally. • Ability to work with a range of teams across service areas, projects and programmes. • Can deal with ambiguous situations, demonstrates resilience, and readily adapts to change. • Experience of working in a policy or strategy function in Children's Services or related areas.

	• Knowledge of the policy and legislative context for Children's Services including links to wider policy which impacts upon local government. • Ability to develop and gain sign-off for policies and strategies which articulate political and organisational requirements. • Well-developed understanding of the political process, local governance and clear evidence of how to manage and deliver within a politicised environment including briefing and influencing senior managers and elected members. • Experience of successful work on projects or programmes where innovation produces new and credible options for service development. • Ability to absorb, interpret and adapt different sources of information to develop credible proposals and solutions. Experience or working with analysts and researchers. • Excellent communication skills with a strong ability to articulate information in writing and through presentations. • Strong interpersonal skills with the ability to establish positive working relationships with people at all levels including service users, internal and external colleagues and Senior leaders. • Ability to inspire confidence with and influence senior leaders and elected members.
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Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision-making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included . • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us

	The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a respectful way, encourage involvement and meet people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. I feel the Council is open to new ideas.