

Role Specification – Strategy Specialist

Service Area	Strategy and Commissioning
Role Title	<ul style="list-style-type: none">• Strategy Specialist
Role Family	<ul style="list-style-type: none">• Specialist
Location	<ul style="list-style-type: none">• Oxted/Agile
Operational Reporting Line	<ul style="list-style-type: none">• Head of Strategy
Functional Reporting Line	<ul style="list-style-type: none">• Head of Strategy
Grade	<ul style="list-style-type: none">• M2 to M4

Service Area Purpose

Strategy and Commissioning sets direction within the context of the Council's vision and political steer, to achieve the Council's ambitions and enhance its reputation. This service area ensures this is translated into the efficient and effective delivery of evidence based strategy, planned services, actions and projects.

Specific Responsibilities

M2:

- Communicate the Council's position in dealings with external partners, businesses, Government and other agencies on particular issues.

M3:

All the above and:

- Contribute, as required, to the development and delivery of all strategic and corporate plans
- Contribute, as required, to the setting of the corporate strategy and priorities, ensuring these are based on evidence (what the District needs and what residents want) in line with corporate objectives.
- Frequently communicate the Council's position dealings with external partners, businesses, Government and other agencies on a particular issue.

M4:

All the above and:

- Substantially contribute to the development and delivery of all strategic and corporate plans
- Substantially contribute to the setting of the corporate strategy and priorities, ensuring these are based on evidence (what the District needs and what residents want) in line with corporate objectives
- Ensure services, programmes, projects and employees are working towards a common set of outcomes as specified in the corporate objectives.
- Frequently speak on behalf of the Council in dealings with external partners, businesses, Government and other agencies on a number of issues.
- Establish and maintain effective partnerships, both internally and externally, to support joined up services.
- Take responsibility for delegated corporate projects and strategies.

Person Specification

M2:

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none">• Educated to degree-level or equivalent relevant professional qualifications or expertise	<ul style="list-style-type: none">• Professional qualification in a relevant area

Experience

Essential	Desirable
<ul style="list-style-type: none">• Professional competence / expertise and proven experience, with the ability to apply knowledge to one or more of the following:<ul style="list-style-type: none">○ Strategic and corporate planning○ Strategic financial planning○ Strategic land use planning○ Corporate strategies, policies and procedures○ Strategic programmes & partnerships○ Communities and area working• Formulation of key policies, corporate objectives, commissioning and	<ul style="list-style-type: none">• Experience in developing and delivering the Local Plan.• Experience in developing and delivering Housing Strategy.• Some experience in making a contribution to policy/ service development and setting work/performance standards and targets in one or more of the specialist areas listed in Essential experience.• Some budget monitoring or other equivalent resource accountability.• Partnership working.• Experience of delivering successfully in a local authority environment.

<p>strategy.</p> <ul style="list-style-type: none"> • Evidence of using personal influence to implement successful strategies that deliver services, service improvement or other areas of organisational performance. • Planning and delivering projects/ programmes. • Managing conflicting priorities sometimes under pressure. 	<ul style="list-style-type: none"> • Working in a matrix environment where cross team and corporate working are essential.
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Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> • Understanding of the dynamics between elected members and officers, decision-making in local authorities and the relationship between other agencies. • Great communicator with ability to communicate effectively with a range and variety of audiences and work well with teams. • Good influencing skills with ability to provide detailed specialist advice and explain the Council's position. • Ability to assimilate complex information and to exercise judgement and creative thinking in resolving difficult problems and developing solutions. • Understanding of service area development and policy. • Ability to set performance targets and standards and deliver against these. • Ability to build trust and rapport with a wide range of individuals. • Ability to deliver high levels of stakeholder and customer service. • Ability to motivate and act as a champion for change. • Ability to think innovatively and practically. • Proficient in MS Office. • Report writing skills. • Understanding of data protection. • Commitment to equality and diversity

M3:

All the above and:

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Professional competence / expertise, and considerable proven experience with ability to apply knowledge across a range of activities in one or more of the following: <ul style="list-style-type: none"> ○ Strategic and corporate planning 	<ul style="list-style-type: none"> • Some experience in making a contribution to policy/ service development and/or implementation.

<ul style="list-style-type: none"> ○ Strategic financial planning ○ Strategic land use planning ○ Corporate strategies, policies and procedures ○ Strategic programmes & partnerships ○ Communities and area working ● Partnership working. 	
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Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> ● Ability to communicate on the Council's behalf on a number of issues. ● Ability to assimilate a range of complex as well as difficult/ varied information and to exercise judgement and creative thinking in resolving difficult problems and developing solutions. ● Substantial understanding of service area development and policy. ● Ability to deliver results and performance improvements.

M4:

All the above and:

Experience

Essential	Desirable
<ul style="list-style-type: none"> ● Advanced professional competence / expertise, and substantial proven experience with ability to apply knowledge across the full range of activities in one or more of the following: <ul style="list-style-type: none"> ○ Strategic and corporate planning ○ Strategic financial planning ○ Strategic land use planning ○ Corporate strategies, policies and procedures ○ Strategic programmes & partnerships ○ Communities and area working 	<ul style="list-style-type: none"> ● Some experience in making a substantial contribution to the formation of policy/ service development and/or implementation. ● Some direct cost centre management or other equivalent resource accountability.