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# Recruitment information

## Job description and person specification

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<b>Your title:</b>	Head of Policy & Performance (Maternity cover, up to 1 year)
<b>DBS check:</b>	No DBS is required
<b>Post number:</b>	N/A
<b>Your team:</b>	Policy & Performance
<b>You would be based:</b>	Civic Centre, Esher
<b>Your line manager:</b>	Chief Executive



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## **The main purpose of the role:**

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To lead and manage the Policy and Performance team, working to the Chief Executive and Council Management Board (CMB). Responsibility for a wide range of areas: strategy, policy, performance management, overview and scrutiny committee, organisational development activities, HR (including core HR and employee support contracts), corporate health & safety, external and internal communications and social media, research and data, emergency planning and business continuity, climate change and sustainability, learning and development, community safety, economic development, early careers including apprenticeships, health and wellbeing for employees and strategic-level consultation.

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## **Specific duties and responsibilities**

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You will provide effective strategic management of the Policy & Performance Team (P&P) in order to contribute to the realisation of the Council's vision and top priorities. This will include managing the corporate performance management and service planning functions.

You will lead on the delivery of the Council's corporate policies and priorities ensuring that these are understood and implemented and that they use appropriate research and data.

Provide strategic leadership and direction and for the delivery of on-going internal and external communications and social media services, conveying appropriate and timely messaging and responding to press and related enquiries in order to put across the Council's position and to protect its public reputation.

Lead and champion Elmbridge's key commitments in relation to Climate Change and carbon neutral targets, representing the council at county level.

Deliver the council's vision and priorities by embedding climate change throughout the development and delivery of the council's key strategies, plans, delivery programmes, and campaigns.

Provide lead responsibility for the delivery of a People Strategy and for managing an effective HR function, including managing the main HR support contracts, recruitment and on-boarding, supporting employee relations, employee data, restructures, employee liaison through the Employee Consultative Group and all related HR support functions.

Ensure that appropriate strategies and policies are developed to enable the Council to develop, deliver and improve its services in line with its priorities, in close consultation with CMB and the Leadership Team

Take the lead in matters of corporate learning and development, skills planning, apprenticeships, work placements and people development. Develop and commission appropriate programmes in liaison with the Leadership Team and across all service areas.

Provide the Council's community safety and economic development services, in partnership with other agencies. Develop and maintain strong relationships with police colleagues, with local businesses, voluntary sector organisations, and others as required. Ensure the delivery of the Economic Development Plan and the Community Safety Action Plan.

Develop and implement strategies and policies that will continue to transform the management and quality of the team's services and deliver significant and sustained improvements.

Take appropriate steps to keep Elmbridge at the forefront of providing innovative services, developing new strategies, policies and procedures as necessary, leading on external partnership working. You will act as a Strategic Advisor to CMB and Leadership Team.

Contribute to Council's leadership in a manner that builds ownership and commitment across teams, promotes strong performance, connects strategies to action, provides clear accountability and delivers results.

Lead on organisational development and cultural change activities, encouraging wider corporate groups within the organisation to engage, and empower them to engage in these activities. Responsible for establishing and maintaining a positive culture.

Keep abreast of national and regional policy developments in local government and related fields, legislative change and government and Surrey-wide change. Provide feedback, briefings and information as appropriate.

Lead on the Council's response internally to Local Government Reorganisation, ensuring a programme management approach is taken and support CMB on the external work required.

Oversee the Council's emergency planning and business continuity contract, acting as a strategic advisor during an emergency as part of the incident management team.

Act as the lead on Emergency Planning communications and ensure the team policies and training are kept up to date. Manage the Council's corporate health and safety requirements and responsibilities and ensure the authority complies with all relevant legislation and that policies are kept up to date, training is delivered and advice is given.

You will manage the team's budgets and monitor and deliver spend within agreed parameters, keeping the Chief Executive advised as appropriate.

Oversee the team's contract management arrangements for CCTV, HR and Payroll, agency workers, the absence management service, occupational health and all relevant others.

### **Political, relationship and staff management**

Support and advise the Climate Change, Environmental Services and Sustainability Portfolio Holder, Enterprise, Parking and Local Economy Portfolio Holder and Leader of the Council through regular liaison.

Oversee the overview and scrutiny function and ensure the team provides effective policy support to the committee and ancillary groups.

Support and advise elected Members on all aspects relating to the strategic management and development of the P&P service.

Ensure that service developments are properly planned and facilitated through the establishment and development of effective partnerships with other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.

Undertake performance reviews (appraisals) and ensure that personal development plans are in place for the Team that reflect service priorities.

Take overall responsibility for the performance and management of the P&P Team, ensuring resources are utilised effectively and efficiently in order to achieve service targets. Effectively balance management of people, tasks, activities and employee health and well-being in order to achieve these targets.

You will provide the right environment to ensure the team grows as professionals by encouraging their development.

You will act as policy advisor to the Chief Executive and carry out executive tasks as directed that may include:

- Undertaking employee relation appeals
- Representing the CE and/or authority in partnership initiatives.
- Leading and/or attending corporate groups and partnership projects.
- Act as an ambassador for the council

Work with Leadership Team, Senior Managers and the Council Management Board to ensure close joint working takes place on cross-cutting projects and work areas.

Undertake any other duties determined by the Chief Executive.

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## Talent development

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## Confidentiality

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Politically restricted post

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Under the Local Democracy, Economic Development and Construction Act 2009 (amended 2011), this post is subject to political restriction. This means that you are prohibited from taking part in the following political activities:

- Standing for election as a member of the House of Commons, European Parliament or a Local Authority; holding office in a political party
- Canvassing on behalf of a political party or any person standing for election
- Speaking or writing in public (including publishing any artistic work) if it appears to elicit public support for a political party (this does not preclude you displaying a poster or other document on your own property or possessions)
- Failure to comply with these rules may result in disciplinary action. Further details of the restrictions can be obtained from Policy & Performance

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.



**Head of Policy & Performance**  
**Team:** Policy & Performance  
**Salary:** Head of Service Band 2  
 £81,185 - £90,191 + £6500 allowance

**Post no:** n/a  
**Hours:** 36 and as required for the role

### Qualifications and education

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Educated to degree level or equivalent.	E	A
2	Evidence of continuous professional development.	E	A, I
3	Project or Programme planning qualification	D	A
4	Management qualification or equivalent by experience	E	A

### Experience

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
5	Developing policy and managing projects and programmes	E	A, I
6	Working in local government and advising Elected Members.	E	A,T, I
7	Conducting research, and/or public consultation and community engagement exercises.	E	A, T, I
8	Experience of performance management, familiarity with core communications principles, HR contract management and related corporate policy initiatives.	E	A, I
9	Experience of overseeing and managing HR functions	E	A, I
10	Experience of managing major organisational change programmes	E	A, T,I

11	Experience of leading local government reorganisation programmes	D	A
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## Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application <sup>1</sup> (A) Test (T) Interview (I)
12	Able to manage, motivate & empower staff.	E	A, I
13	High presentational skills – both written and oral.	E	A, T, I
14	An ability to achieve results in a political environment.	E	A, I
15	Proven ability to work under pressure and to deliver tangible results to tight deadlines.	E	A, T, I
16	Proven ability to lead, and work in multi disciplinary teams.	E	A, I
17	Good I.T. skills (preferably word processing, PowerPoint, spreadsheets, updating web pages and databases).	E	A, I
18	Strong problem solving and evaluation skills.	E	A, I
19	A self-starter with good time management and priority setting skills.	E	A, I
20	Creative, innovative and capable of thinking strategically and corporately.	E	A, I
21	Flexible and adaptable work style.	E	A, I
22	Diplomatic, tactful and capable of being assertive when necessary.	E	A, I
23	Ability to apply creative and innovative thinking to complex service challenges	E	A, I

## Special requirements

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
24	Able to attend evening committee and other meetings as required.	E	A, I