



## **JOB DESCRIPTION**

### **Head of Policy**

#### **Grade / Salary Range:**

L / £50,046 - £53,763

#### **Responsible to:**

Director of Policy & Communications

#### **Supervisory Responsibility:**

- Diversity and Cohesion Manager
- Officer Manager (Policy and Communications)
- Temporary contractors and project managers (ad hoc)
- Corporate management of the Graduate Trainee Programme

#### **Job Purpose:**

1. To lead the Council's policy development process at a corporate level as manifested in the Performance Agreement, LAA and Community Strategy.
2. To establish arrangements to ensure Councillors and senior managers are fully appraised of local and national policy developments from government and other local/national agencies.
3. To create opportunities for improvement in policy development, policy innovation and the overall performance of the authority through strategic and creative thinking, influencing and networking at a senior level.
4. To define the substantive content of key Council policy statements and plans/strategies in response to local and community need, and to positively position the organisation in its external operating environment.
5. To manage production of policy development and analysis reports, and develop recommendations for key decision makers (senior management, elected members, partners and regulators) across the scope of the Council's functions.
6. To demonstrate leadership of the Council's strategic approach to corporate policy and communications across the authority as a member of the Policy and Communications department's Senior Management Team (SMT).
7. To act as deputy to the Director of Policy and Communications, with the exception of deputising responsibilities for urgent media relations issues and the communications elements of the emergency plan.

## **Main Accountabilities:**

1. To develop proposals for policy development and innovation across the Council, and to regularly review and constructively challenge the policy development process.
2. To monitor and keep fully abreast of key Government and local developments impacting on Council policy and partnerships and to brief the SMT, Chief Executive Strategy Group (CESG), Executive Board and Scrutiny, and the Local Strategic Partnership (LSP) and related fora.
3. To take lead responsibility for representing the department in policy development and innovation initiatives with regional and central government, e.g. taskforce representation, LGA policy working groups, Beacon Council status etc.
4. To design, manage and regularly review the Council's corporate policy environment and policy development processes and systems, and to act as principal adviser on these matters across the organisation.
5. To manage appropriate arrangements to ensure statutory requirements are reflected in the Council's published policy documents in this context.
6. To produce high quality, effective reports for key decision makers resulting from the policy development process, designed to improve the overall performance and effectiveness of the Council and the LSP.
7. To represent the Council effectively, and to develop effective senior level relationships in support of the key accountabilities of the post, with Directors/managers and senior Councillors, Government Office North West, the Audit Commission and other regulatory bodies/central and regional government agencies, and at a senior level within the range of external partners represented on the LSP and its sub groups.
8. To manage the Council's approach to a range of external regulatory and inspection processes, particularly pertaining to the external regulation of the LAA, and also any other such processes that may be applied to the Council from time to time.
9. To contribute proactively to the development of the Policy and Communications Department's SMT, and to demonstrate leadership within the department as expected of a senior manager/head of service, including managing the human and financial resources of the Policy Team in accordance with the corporate standards and expectations of the Council.
10. To lead on specific projects and/or manage multi-disciplinary teams and project budgets identified by the Director of Policy and Communications.
11. To abide by the objectives and targets of both the section and the department, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
12. To fulfil personal requirements, where appropriate, with regard to Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation and security work standards.
13. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.

14. As a general term of employment, the Council may effect any necessary change in job content, or may require the postholder to undertake other duties, at any location in the Council's service, provided that such changes are appropriate to the employee's remuneration and status.
15. As a term of your contract of employment, the Council reserves the right to vary your hours of work and require you to work outside the range of your typical working arrangements, specified in your Statement of Particulars. This will also include weekend working. The Council reserves the right, at its discretion, to effect this condition of your employment. Should this be necessary, you will be given reasonable notice of any proposed changes.



## Person Specification Head of Policy

Requirements	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), Assessment Centre (AC)
<b>Qualifications:</b>		
1. Higher level of education (degree level qualification or equivalent experience).	E	AF
2. Evidence of and commitment to personal management development activity.	E	AF/I
<b>Knowledge:</b>		
1. Knowledge of the workings of local government and the major issues facing local authorities.	E	AF/I/AC
2. Extensive and detailed knowledge of the local government modernisation agenda.	E	AF/I/AC
3. An ability to demonstrate a sound understanding of national, political and other major developments which will impact on local government.	E	AF/I/AC
4. Knowledge of management concepts including human resource and financial management and the role of IT.	E	AF/I/AC
5. Advanced professional knowledge of policy development and analysis techniques, strategies and methodologies.	E	AF/I/AC
<b>Experience:</b>		
1. Experienced as a senior manager in a comparable, large and complex organisation.	E	AF/I/AC
2. Experience of managing relationships with external partners, elected members and senior managers and of networking, negotiating and influencing at a senior level.	E	AF/I/AC
3. Experience of leading a team, managing budgets and policy development in a large and complex organisation.	E	AF/I/AC
4. Experience of successfully operating performance management processes in a comparable organisational context.	E	AF/I/AC
5. Experience of giving advice and developing strategic approaches to corporate issues.	E	AF/I/AC

<b>Personal Qualities and Attributes:</b>		
1. An ability to provide leadership and strategic direction to the corporate policy development process and an proven ability to inspire confidence among elected Members, senior colleagues across the Council and other LSP agencies.	E	I/AC
2. The ability and skill to contribute directly to the corporate strategies of the Council, including service improvement strategies and partnership strategies.	E	I/AC
3. To demonstrate awareness and sensitivity to be able to manage successfully within a political environment, working effectively with elected members and other organisations and agencies.	E	I/AC
4. An ability to anticipate, keep track of and interpret national, political and other major developments as they impact on the Council and ensure these are presented to members and planned for in order to maximise the Council's capacity to lead events and not react to them.	E	I/AC
5. An ability to demonstrate effective management skills including an ability to lead, motivate and develop staff.	E	I/AC
6. Effective presentation and communication skills both orally and in writing.	E	AF/I/AC
7. To be open, facilitative, persuasive and democratic in manner and to demonstrate highly developed influencing and negotiating skills in this context.	E	I/AC
8. An ability to demonstrate a personal commitment to equal opportunities and a knowledge of the needs of people with different cultural or religious backgrounds	E	AF/I/AC
<b>Other Requirements:</b>		
1. This post is politically restricted under Section 2(1) (c) of the Local Government and Housing Act 1989. The holder of this post is disqualified from being a member of other local authorities, Member of Parliament or Member of the European Parliament. In addition, the postholder may not hold office in a political party, canvas at elections or attempt to influence support in any way for a political party.		

# Terms and Conditions of Employment

## HEAD OF POLICY

### **Contract of Employment:**

This position is on the basis of a permanent appointment.

### **Remuneration:**

The salary scale of this position is £50,046 - £53,763 per annum.

### **Mileage Allowance:**

You will be responsible for providing your own car for work purposes and for ensuring it is appropriately insured for business use. You will be eligible to receive appropriate reimbursement for business mileage incurred during the course of your duties.

### **Relocation Expenses:**

There is a Scheme of Assistance available for the post holder, subject to eligibility.

### **Pension:**

The postholder will be eligible to be admitted to the Local Government Pension Scheme unless he/she elects not to join the scheme.

### **Annual Leave Entitlement:**

The annual leave entitlement is 25 days, rising to 30 days on the anniversary of completion of 5 years continuous local government service, plus 8 statutory bank holidays.

### **Period of Notice:**

This post is subject to a period of 3 months notice on either side in order to terminate the contract of employment.

### **Canvassing:**

Canvassing of Members (Councillors) of this Council, either directly or indirectly, shall disqualify the applicant. This does not prevent Members of the Council from providing a reference.

### **Politically Restricted Posts:**

This post is politically restricted under Section 2(1) (c) of the Local Government and Housing Act 1989. The holder of this post is disqualified from being a member of other local authorities, Member of Parliament or Member of the European Parliament. In addition, the postholder may not hold office in a political party, canvas at elections or attempt to influence support in any way for a political party.

### **Equal Opportunities:**

Blackburn with Darwen Borough Council is committed to achieving equality of opportunity in matters of employment and in the delivery of all of its services to the community.

# Head of Policy

## How to Apply

To apply for this post, please forward a completed Application Form. You should ensure the application form fully addresses the criteria set out in the person specification and this should be forwarded by post or email, quoting the appropriate reference number (see below). Where additional, supplementary information is provided, please ensure this is restricted to 3 sides of A4.

You are also required to submit the name, position, organisation address and telephone number of two referees, one of whom should be your current or most recent employer. Please indicate clearly if you do not wish them to be contacted without your express permission.

In order for the Council to ensure that applicants are treated fairly and are appointed solely on their suitability for the post irrespective of race, sex, disability, sexuality, age etc., please complete the equalities monitoring information. This does not form part of the application process and will be treated confidentially and used for statistical purposes only.

Blackburn with Darwen Borough Council welcomes applications from people with disabilities. Please indicate in your application if you need additional support or assistance with regard to attending the selection process, should you be successful to the assessment centre stage. For queries, please contact Tracey Hill on 07710 566334.

**Closing date for completed applications: February 27<sup>th</sup>, 2009.**  
**Assessment Centre: Provisional Date - March 17<sup>th</sup>, 2009.**

**Applications should be forwarded to:**

Capita HR & Payroll Services  
HR Recruitment Team  
1st Floor  
Castle Way House  
17 Preston New Road  
Blackburn  
BB2 1AU

You can e-mail your completed application to  
[applicationform.blackburn@capita.co.uk](mailto:applicationform.blackburn@capita.co.uk).

Faxed applications are accepted to: 01254 273077.  
Faxed applications must be supported with a further postal application.