**Job Description**

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| Job Title: Policy and Strategy Officer |
| POSCODE: CCC2668 |
| Grade: SO2 |

**Overall purpose of the job**

Cambridgeshire County Council has an ambitious vision to deliver a programme of work that reflects its Strategic Ambitions across all services within the Council.

Reporting to a Senior Policy and Strategy Officer the Policy and Strategy Officer will play an important role in ensuring that work relating to the creation or review of policies and strategies, and how this relates to the annual business planning process, is delivered to a high standard. This will require working to tight deadlines, deploying strong interpersonal and team working skills, and working sensitively and effectively across organisational boundaries. It will support the council with a range of ongoing tasks in relation to policy development and review.

The role will also involve supporting the Policy and Insight Manager, and the wider Policy and Insight team, to run the Council’s Business Planning cycle to schedule including project planning, planning and review meetings’ agendas, including the distribution of papers for approval and minute taking.

The Policy and Insight team has a portfolio approach to the way it structures its work with some specific responsibilities and accountabilities relating to each portfolio. The Policy and Insight team operate a matrix management approach to ensure people are deployed according to work priorities. The Policy and Strategy Officers will principally work across four of these portfolios:

* People (Adults, children’s, education operations, commissioning and policy, statutory returns, inspection)
* Place (Information development, demography and forecasting, Climate and environment, transport, Housing)
* Partnerships (Communities and libraries, community safety, skills and economy, Cambs Insight)
* Strategy (corporate strategy, business planning, consultation and engagement, emergency response co-ordination)

The Policy and Strategy Officer’s will have a focus on supporting the overall business planning process, including the scheduling of business planning delivery dates, working with colleagues to ensure the delivery of work on time to meet this schedule, the co-ordination of templates and submissions for approval through the Business Planning governance process and capturing and tracking benefits realisation – this will require close liaison with colleagues in finance, with service leads and with colleagues supporting the development and review of evidence-led business planning across Policy and Insight.

**Main accountabilities**

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|  | **Main accountabilities** |
|  | **Policy and Planning*** Responsible for staying abreast of changes in Central and Local Government policies and strategies and understanding the implication of these on Council policies and strategies.
* Supporting the Policy and Insight team to ensure the effective review and updating of policies, strategies.
* Supporting the work to ensure these policies and strategies flow through into the annual business planning process and Directorate/Service plans – ensuring a ‘golden thread’ from our strategies through to delivery.
* Coordinating responses to information requests relating to policy.
* Keeping accurate records on policy decisions and the evidence used to inform them.
* Providing sound advice and guidance to senior managers, key stakeholders and decision makers.
* Leading the preparation and production of reports for management meetings relating to the progress of business planning, in a timely and efficient manner.
* Engaging with services and senior management to present changes in policy/strategy.
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|  | **Monitoring*** Supporting the creation of and updating of a corporate policy register, recording creation/review dates.
* Leading/supporting the maintenance of the Business Planning submissions register to ensure all services have completed submissions to timescale and governance processes have been adhered to.
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|  | **Supporting effective management processes*** Ensure decisions made on information, policies and business planning submissions are captured, tracked and reported.
* Work closely with Insight and Policy colleagues to ensure the delivery of the annual programme for business policy and planning reviews.
* Identify, update and report on risks relating to policies, strategies, business cases ensuring these are captured in the appropriate place/level in our risk registers.
* Engage with the Programme team and ITDS and other project delivery teams to ensure projects identified in the Business Planning process are captured within the schedule of policy work for the following year.
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|  | **Communication and Engagement*** Attend key sessions with Senior Management, including workshops and committees to record and disseminate action.
* Ensure all formal papers for committees are reviewed and signed off through the appropriate governance, including the timely completion of the corporate section of all business planning Committee reports.
* Respond to feedback on draft papers – making necessary amendments as requested.
* Capture, interpret and explain complex issues relating to policies/business planning process to a wide range of audiences, presenting information in a clear and meaningful way.
* Be able to communicate with and influence others in a professional, open and constructive manner, challenging others sensitively to ensure work is delivered on time.
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|  | **Other*** Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
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|  | **Equal Opportunities*** To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
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**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/****Desirable** |
| Educated to degree level, NVQ Level 4 or equivalent standard in any subject.  | **Essential** |
| Relevant qualification or equivalent experience. | **Desirable** |

Minimum levels of knowledge, skills and experience required for this job

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| Knowledge | Essential/Desirable |
| **Financial/Budget management*** Functional understanding of principles and processes.
 | **Essential** |
| **Management systems and processes** * Good understanding of disciplines and processes.
 | **Essential** |
| **Planning and Policy*** Ability to interpret plans and policy and understand related information.
* The ability and desire to acquire and maintain knowledge of a policy area or areas.
* An understanding of confidentiality as you may be managing sensitive information.
 | **Essential****Essential****Essential** |
| **IT Proficiency*** Full proficiency, including Windows, Office and specialist packages such as MS Project, with an ability to quickly grasp other systems such as Oracle.
 | **Essential** |
| **Skills** |  |
| * Ability to interpret and explain complex issues to a wide range of audiences, presenting complex data sets in a clear and meaningful way and skilled at writing and supporting the preparation of papers such as committee papers.
 | **Essential** |
| * Excellent organisational and time management skills, with ability to self-direct and work under own initiative.
 | **Essential** |
| * Ability to take hard decisions relating to own work when necessary, including prioritising under time pressure.
 | **Essential** |
| * Ability to challenge where necessary with a wide range of stakeholders using good networking and influencing skills.
 | **Essential** |
| * Ability to approach problem solving in an adaptable, creative and insightful way to provide innovative and beneficial solutions.
 | **Essential** |
| * Proactive approach to recognising a need for changing, acting appropriately and managing change.
 | **Essential** |
| * Able to exercise discretion in dealing with others including handling sensitive issues.
 | **Essential** |
| * Excellent inter-personal and communication skills.
 | **Essential** |
| * Ability to build support for new, and sometimes unpopular, ideas and processes.
 | **Essential** |
| * Ability to work largely independently whilst delivering consistent results.
 | **Essential** |
| **Experience** |  |
| **Working collaboratively and influencing others*** Good practical experience.
 | **Essential** |
| **Governance management*** Experience of implementing or supporting governance arrangements, such as Executive Boards, Project Boards, and/or Councillor committees, etc.
 | **Essential** |
| **Preparing clear reports and notes*** Good practical experience, including researching and authoring reports based on relevant data/information.
 | **Essential** |
| **Risk and issue management*** Good practical experience of monitoring and reporting on risks and issues.
 | **Essential** |
| **Working in a Local Authority environment*** Experience of working in this environment.
 | **Desirable** |
| **Supporting and/or leading policy development*** Practical experience.
 | **Desirable** |
| **Administration in an office environment*** Practical experience
 | **Desirable** |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.  |

**Disclosure level**

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| What disclosure level is required for this post? | **None** |  |
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**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed  | **Hybrid**  | Field | Remote | Mobile |