

Kent County Council

Job Description: Policy and Strategy Officer

Directorate:	Chief Executive Department
Unit/Section:	Strategy, Policy, Relationships and Corporate Assurance
Grade:	KR11
Responsible to:	Corporate Lead- Policy, Strategy and Partnerships

Purpose of the Job:

Working within the Council's Strategy and Policy Team to provide high quality analysis, advice, and recommendations across a range of cross-cutting service, sector, and corporate policy areas to support the development of effective policy and strategy. Supporting appropriate consultation and governance processes to fulfill the Council's decision-making requirements.

To develop and maintain relationships both internally and externally to support the development of partnership activity and ensure the effective delivery of KCC's strategic and policy objectives.

Main duties and responsibilities:

- On a pro-active basis, both as part of an agreed work programme and working independently, provide analysis and commentary of national policy, legislative and regulatory issues to inform recommendations to senior officers, executive and nonexecutive members on any necessary actions to deliver an effective organisational response to changes in the council's operating environment.
- Support the development of strategy and policy informed by research, data analysis and undertaking consultation with stakeholders including the public and partners, and sign-off through formal governance processes.
- To provide general support by working collaboratively across the Policy and Strategy Team as and when required.
- Develop specialist knowledge and expertise as defined by the Corporate Leads and maintain a high level of understanding of the Council's existing policy framework and decision-making structure, to provide expert advice and guidance to support and inform professionals, senior officer and Members and maintain a high degree of professional credibility with front line services and partners.
- To support the delivery of key activity aligned to strategy or policy objectives including the delivery of standalone projects, and funding activity where appropriate and required.

- Undertake analysis of the council's overall performance in delivering the Council's key strategies, including where KCC's contributes to partnership strategies, and support key aspects of evaluation and reporting both internally and externally through the various governance routes.
- Supporting the planning, development, and oversight of the Council's business planning process, where necessary.
- Develop and maintain effective working relationships across KCC and with external partners such as but not limited to, the Voluntary and Community Sector and NHS to support the delivery of partnership activity and strategy objectives.
- Maintain a strong awareness of the external environment through establishing and maintaining a network of internal and external contacts, including links with other authorities, external agencies and regional partners, in order to share information and good practice and raise the profile of the Council, facilitating a wider research base for the development of strategy and policy.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Policy and Strategy Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree level education or relevant qualification. • Training or adult learning qualification with evidence of a commitment to continuous professional development.
EXPERIENCE	<ul style="list-style-type: none"> • Background in relevant business, policy or management. • Experience of working in more than one professional or service area or equivalent. • Experience in undertaking research and project work and analysing information and presenting findings. • Experience of producing written pieces of work in a range of formats and for a variety of audiences. • Some experience of working with a range of different stakeholders.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Strong research skills, including the ability to synthesise complex information from multiple sources into clear, insightful briefings and reports, with attention to detail. • Political understanding and astuteness and sensitivity to changes in the political, service and equalities agendas. • Ability to strategically apply knowledge gained from broader experience in other roles. • Ability to take responsibility for high profile projects, driving them forward with minimal supervision. • Ability to prioritise a range of projects within tight deadlines and organise a varied workload effectively. • Ability to advise and assist in briefing Members, managers and others on complex policy and strategy clearly, patiently, and succinctly and advise on the need for policy changes. • Strong writing skills and ability to present written information in a variety of formats. • Strong oral communication and presentation skills and ability to interact effectively with senior officers and Members. • Ability to work with a range of partners and external stakeholders, building effective working relationships. • Good numeracy and analytical skills. • Ability to work well with others and contribute positively as part of a team. • Ability to work flexibly and adapt to changing priorities.

	<ul style="list-style-type: none"> • Ability to use initiative when circumstances demand and show motivation to achieve the team's objectives. • Commitment to and promotion of equality, diversity and inclusion in all aspects of work. • ICT literate, including Microsoft Office 365 applications
KNOWLEDGE	<ul style="list-style-type: none"> • Willingness to maintain continuous professional development as required. • Sound and comprehensive knowledge of relevant policy, strategy and procedure within KCC, including roles of teams, officers and members. • Some understanding and awareness of policies and agendas of partnership agencies. • Awareness of Data Protection, Freedom of Information, transparency and confidentiality requirements. • Staff will be expected to have an awareness of and work within national legislation and Council policies and procedures relating to Health and Safety.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>