

# Kent & Medway Local Government Reorganisation Programme

## Job Description: *Senior Policy Manager*

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Kent &amp; Medway LGR Programme</b>
<b>Grade:</b>	<b>KSK (<i>Starting salary £63,376</i>)</b>
<b>Responsible to:</b>	<b>Programme Director</b>
<b>Contract Type:</b>	<b>Secondment opportunity to 31 March 2028</b>

**Application to this role is restricted to existing staff members of Kent County Council, Medway Council and Kent District and Borough Councils.**

### **Purpose of the Job**

To provide strategic policy leadership and input into the Kent & Medway Local Government Reorganisation (LGR) Programme and advice to the Programme Director, ensuring that programme and project management activities are underpinned by robust policy oversight and development, statutory compliance, evidence and analysis.

The postholder will lead and coordinate complex policy work across the LGR Programme, supporting the Programme Director, Board, senior Members and officers to make sound and timely decisions, and ensuring local alignment with government guidance, legislative requirements and the shared vision for new unitary arrangements.

As an existing employee of a Kent and Medway Council, you will be required to leave previous allegiances behind and work on behalf of all existing 14 Councils and ultimately the new council(s) fairly and equally.

### **Main Duties and Responsibilities**

#### **Strategic Policy Leadership**

- Lead on the design of the overarching policy architecture that will underpin the implementation of Local Government Reorganisation across Kent & Medway and the establishment and ultimate success of the LGR Programme and PMO.
- Provide authoritative policy advice to Programme Director, Board, senior Members and officers and wider programme on LGR-related matters.
- Play an active role in ensuring LGR proposals and service blueprints are consistent with statutory requirements, national policy, government guidance and best practice.
- Act as the senior policy interface between the LGR Programme and the 14 Councils, Government, sector bodies and peers across the country, participating in relevant networks and preparing lobbying positions if required
- Maintain strong knowledge and oversight of emerging policy and guidance, and where appropriate, influencing it.
- Be able to deputise for the LGR Programme Director at senior meetings and forums if required to do so

### **Policy Development and Decision Support**

- Lead the design, coordination and quality assurance of all programme policy papers
- Ensure policy work is informed by robust evidence and analysis, drawing insight from across all 14 councils, regional and national bodies.
- Translate complex policy, legislative and system-level considerations into clear, accessible advice for the programme and its governance, including on statutory requirements contained within the Structural Changes Order and wider emerging legislation and guidance .
- Support the development of coherent policy frameworks for the new council(s), including transitional and “day one” policy requirements, where appropriate working with the Senior Programme Managers to determine a consistent set of programme standards.

### **Governance, Assurance and Statutory Compliance**

- Support the development and oversight of formal LGR governance arrangements, advising on policy input to the Board, joint committee(s) and shadow council(s), and statutory processes, decision-making requirements and legal considerations.
- Work closely with legal, finance, HR and other professional leads to ensure policy advice reflects cross-cutting implications and is legal and transparent

### **Programme Integration and Collaboration**

- Work in close partnership with the Programme Director, Senior Programme Managers, and Programme and Project Managers to ensure:
  - Alignment between policy intent and programme delivery.
  - Key policy dependencies and risks are identified and managed early.
- Collaborate with officers across Kent County Council, Medway Council and District Councils to co-develop and align policy approaches
- Prioritise engagement with MHCLG and other government departments, wider sector bodies, networks and peers as appropriate.

### **Stakeholder Engagement and Political Interface**

- Build trusted working relationships with elected Members, senior officers and partner organisations.
- Support engagement activity by providing clear policy narratives and briefing material.
- Provide professional leadership to policy colleagues contributing to the LGR Programme.

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree level qualification (Level 6) or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience of leading complex policy development within local government or the public sector.</li> <li>• Experience of working in politically sensitive environments.</li> <li>• Experience of supporting major organisational change, restructuring or transformation programmes.</li> <li>• Experience of operating within statutory, legislative and governance frameworks.</li> <li>• Experience of influencing and coordinating across multiple organisations or stakeholders.</li> <li>• Experience of working on LGR-related policy</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent policy analysis and development skills.</li> <li>• Strong written communication skills, with the ability to produce high-quality reports and briefings for political and senior officer audiences.</li> <li>• Ability to distil complex issues into clear options and recommendations.</li> <li>• Strong influencing, negotiating and relationship-building skills.</li> <li>• Ability to work calmly and effectively at pace, managing competing priorities and political sensitivities.</li> <li>• Sound professional judgement and confidence to challenge constructively.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Strong understanding of local government policy, governance and statutory frameworks.</li> <li>• Strong understanding of the policy context and drivers for Local Government Reorganisation.</li> <li>• Strong knowledge of the LGR process to date within Kent &amp; Medway, key stakeholders, ways of working and next steps</li> <li>• Knowledge of equality duties, consultation requirements and impact assessment processes.</li> <li>• Awareness of the financial, workforce and service implications of major policy change.</li> </ul>

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**Kent & Medway LGR Programme**

**Values and Attributes**

**One team, working together across Kent and Medway**

We work openly across organisations, sharing knowledge to deliver the best outcomes.

**Caring, respectful and people-centred in all we do**

We treat everyone with compassion and respect, keeping residents at the heart of what we do.

**Open, accountable and inclusive**

We listen, welcome challenge, and act with honesty and integrity.

**Curious, ambitious and innovative**

We learn, adapt and innovate to deliver positive change.

**Proud and responsible for making a difference**

We take shared responsibility for delivering lasting benefits.