

## JOB DESCRIPTION

**JOB TITLE:** Policy Lead, Chief Executive's Office

**JOB NO:**

**GRADE:** 6 (consultation grade - subject to formal evaluation)

**NO OF POSTS:** 2

**DIRECTORATE:** Strategy, Equality & Partnerships

**DIVISION:** Strategic Partnerships, External Affairs and Corporate Leadership

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

### 1.0 JOB PURPOSE

- 1.1 As a key member of the Chief Executive's Office, you will provide comprehensive, technical advice and guidance alongside professional expertise and capacity to the Chief Executive across a wide range of policy related issues.
- 1.1 Reporting to the Head of the Chief Executive's Office, this critical role involves the production of briefings and reports alongside supporting the development of policy products and activities that draw upon robust information and evidence as the basis for policy development.
- 1.2 Providing the Chief Executive with timely, expert and evidence led intelligence that underpins the Council's ability to influence and lobby locally, regionally and nationally. Delivering high quality research, analysis, development and evaluation of policy related work that underpins the delivery of Birmingham's priorities and ultimately tackles inequality within the city as well as improve outcomes for our citizens.

### 2.1 DUTIES AND RESPONSIBILITIES

- 2.1 As a subject matter expert to the Chief Executive, lead on research and interpret knowledge and evidence from a wide range of sources to evaluate policy development, scope potential implications and assess Birmingham's position
- 2.2 Deliver a best in-class policy analysis service as part of a wider support function to the Chief Executive. Leading on the production of (but not exclusive to) timely and efficient briefings, positions statements and reports that provide accurate context, are evidence led and highlight recommendations as required;
- 2.3 Lead the commissioning and procurement of goods and services, including (but not exclusively) research studies and think tank findings that deliver against agreed strategic objectives; designing outline business cases for funding that include accurate costings, timescales and SMART delivery targets, ensuring the appropriate governance architecture is in place to best manage council resources;

- 2.4 Actively engage with the Insight, Policy and Strategy Service to enable the council and its partners to make evidence-based decisions on key strategic issues, including identification of major challenges and opportunities for the council to have a good understanding of longer-term direction and 'bigger picture' to develop the right strategic goals, objectives and indicators;
- 2.5 To consistently be forward looking, tracking all levels of policy and decision making that directly affect the work of the Council; reporting them in a timely, accessible and efficient manner to the Chief Executive;
- 2.6 Actively support the thinking, preparation and development of campaigns that underpins the Council's ability to influence and lobby Central Government and other relevant decision making bodies;
- 2.7 Build key internal relationships and work in partnership with colleagues across the organisation in order to ensure the Chief Executive is well briefed on high priority developments against delivery of the council's priorities and outcomes.
- 2.8 Develop and maintain good working relationships with relevant external organisations, networks and individuals; and to represent Birmingham on relevant policy groups, advisory boards and projects as required;
- 2.9 Be responsible for keeping Members, Senior Officers and relevant external bodies / boards advised of updated information or issues pertaining to insight, policy and strategy by preparing reports for senior and political meetings.
- 2.10 Promote the council's core values and equal opportunities through role modelling the required values and behaviours, supporting other colleagues to act as role models as well as having an open commitment and taking clear action when required.
- 2.11 Ensure all GDPR and other sensitive information are maintained and all breaches are recorded and managed accordingly.
- 2.12 Champion the continuous improvement cycle to achieve high-quality, future-focused, innovate and best in-class service are delivered to support the council's values and behaviours as well as contribute to the council's strategic outcomes.
- 2.13 Adhering to and implementing the council's policies and procedures, including those around equalities and diversity.
- 2.14 Deputise for the Head of the Chief Executive's Office as required.
- 2.15 To undertake other duties and responsibilities commensurate with the grade of this post as directed by the Head of Insight, Policy and Strategy



**OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

### 3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Head of Chief Executive's Office

JOB NO:

3.2 LEVEL OF SUPERVISION – 3

1. ~~Regularly supervised with work checked by supervisor.~~
2. ~~Left to work within established guidelines subject to scrutiny by supervisor.~~
3. Plan own work to ensure the meeting of defined objectives.

### 4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
N/A			

\*Use 1,2 or 3 as in 3.2

### 5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes	No	X
Level of check required	Standard		
	Enhanced		
	Enhanced with barred list check – Adults		
	Enhanced with barred list check – Children's		
	Enhanced with barred list check – Adults & Children's		

<b>Date:</b>	<b>Name:</b>	<b>Signature:</b>
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**Person Specification**

**Post:** Policy Lead, Chief Executive's Office

**Grade:** 6

**Division:** Strategic Partnerships, External Affairs & Corporate Leadership

**Directorate:** Strategy, Equality & Partnerships (SEP)

**Method of Assessment (M.O.A.) AF = Application Form; I = Interview; T = Test or Exercise ; C = Certificate; P = Presentation.**

CRITERIA	ESSENTIAL	M.O.A.
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	E ducated to degree level qualification undertaking research and insight methods or policy analysis and development	<b>AF, C</b>
	OR Substantial level of experience as indicated below.	
<b>Experience</b> (R elevant work and other experience)	Proven track record of providing first class policy advice to senior leadership on a range of complex issues relating to local government	<b>AF / I / T / P</b>
	Proven track record of managing production of insightful analysis and translating this into actionable insights that inform key decisions	<b>AF / I</b>
	Proven track record of cultivating and managing excellent working relationships with colleagues as partners at all levels, including senior managers, Heads of Service, Assistant Directors	<b>AF / I</b>
	Significant experience of research and data analysis tools and techniques, especially those used for social science / social policy research. This includes both quantitative and qualitative policy analysis methods and use of appropriate software packages (e.g. SPSS, Stata, R) where needed, supporting data quality, collating and analysing data from wide range of sources into clear, concise reports.	<b>AF / I / T / P</b>
	Significant experience in creation of clear, concise, insightful reports that draw upon data analysis, information and evidence from a wide range of sources.	<b>AF / I / T / P</b>
	Demonstrated understanding of the UK parliamentary process and legislative systems	
	Demonstrated understanding of the challenges facing Local Government and Partners, and the statutory and national policies, procedures and changes influencing the future provision of services	<b>AF / I</b>
Experience of successfully operating in a political environment with demonstrated understanding and experience of handling sensitive political issues	<b>AF / I</b>	

<b>Skills &amp; Ability</b> e.g. written communication	Ability to work independently using your own initiative, as part of a multi-discipline team and within a matrix management structure.	

skills, dealing with the public etc.		
	Proven skills in influencing, persuading and negotiating with a variety of stakeholders and across a wide range of disciplines to drive policy, insight and performance agendas.	AF / I
	Excellent ability to build effective, credible working relationships internally and externally, building trust quickly, prioritising adding value to the organisation.	AF / I
	Excellent verbal and written communication skills, tailoring styles to various stakeholders / audiences to ensure understanding and generate engagement	AF / I
	Future-focused - ability to horizon scan over the next 1 - 2 years	AF / I
	Creative and able to develop innovative solutions that provide 'out of the box' thinking whilst managing risks to achieve desired outcomes.	AF / I
	Excellent problem-solving skills	AF / I
	Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)	I
Training	Willingness to undertake on-going continuous professional development, participate in regular supervisions, appraisals and take responsibility for own learning and development needs	I
Other	Commitment and understanding of equality, diversity and inclusion.	I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: