

Job description

Job title:	Senior Policy Officer
Grade:	Grade 12
Job evaluation reference:	BA6081
Job family:	Business, Policy & Administration

Purpose and impact

This role will act as the senior policy lead for the council, and the key point of contact between the Strategy, Performance and Sustainability service and the wider council.

The postholder will work closely with senior officers in the relevant directorate to develop and implement corporate policies, systems and projects which support the council's strategic agenda and priorities and contribute to a proactive culture of policy development, delivering on the key agendas for the council including high profile areas such as devolution.

The role will directly support the work of the Head of Strategy and Corporate Director for Strategy, Performance & Sustainability, and will be key in driving continual improvement of the service and ensure the service delivers its corporate objectives. Responsibility for the strategic development of policy across the council.

Ensuring that the council develops clear evidence-based policies and provision, and that policies reflect national legislative trends and direction, making sure this information is utilised to good effect in the council.

Additionally, the postholder operates in a 'matrix' style, often leading and significantly contributing to project deliverables across various teams.

Key responsibilities

1. To deliver support for a wide range of projects and policies including reviews, change management initiatives and the implementation and development of new policies and business processes.
2. To advise on, develop and implement corporate policies, systems and projects which support the council's strategic agenda and priorities.
3. To support and promote good governance in partnership arrangements across the council.
4. To assist in preparing for and coordinating reviews, inspections, self-assessments, service reviews or other detailed studies relating to policy development, peer reviews and/or complaints, as appropriate.
5. Attend relevant departmental management teams and committee meetings to gain strategic understanding of the business, provide business intelligence and performance reporting advice.



6. Build and maintain strong, strategic relationships with partner organisations to ensure joined-up and robust policy development, and increasingly to find efficiencies in how the business intelligence and performance services are delivered.
7. Work as part of the senior management team function: ensuring the service delivers its corporate objectives, supports continual improvement, cease activities which are no longer effective, and oversee the professional development and effectiveness of the wider team.
8. Horizon scanning: identify upcoming opportunities to enhance the policy and performance service offering, and to support achievement of business goals.
9. Ensure that the work of the service complies with all relevant legislation and financial regulation e.g. GDPR, Equality and Diversity policies, etc.
10. Embedding the principles of diversity and inclusion.
11. Keep up to date with key issues, developments and peer analysis in all related policy activity, to ensure the council is at the cutting-edge of sector best practice.
12. Act as an ambassador and champion of the function.
13. Ensure commitment and enthusiasm for activities and priorities on all occasions when representing Dorset Council both internally and with external partners and agencies.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Strategy and Policy Lead

Responsibility for: No direct line management responsibility, however, the post holder will be operating in a matrix management environment, both at a leadership and delivery level

Other factors

14. This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.



Full details can be found on the job website under '[Working for Dorset Council](#)'.

Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Essential

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	Degree or equivalent experience, or relevant professional qualification
2.	Evidence of relevant continuing professional development
Experience	
3.	Significant policy and strategy development experience
4.	Working with senior management and leadership teams to understand, develop and drive policy development and strategy reporting requirements
5.	Implementing and embedding change to improve operational effectiveness and service transformation
6.	Working collaboratively with partners
7.	Experience of supervising staff
Skills, abilities & knowledge	
8.	Strong proven ability to influence and engage at all levels
9.	Ability to manage, motivate and co-ordinate workload of others
10.	Demonstrates the ability to analyse and understand data and information quickly
11.	Plans and prioritises when under pressure
12.	Diplomatic skills, particularly in engaging with, negotiating and persuading a range of stakeholders
13.	Ability to challenge others respectfully and constructively
14.	Ability to think strategically and act locally
15.	Resilience under pressure
16.	Sound understanding of how business intelligence and performance reporting can contribute to organisational effectiveness
17.	High level of numeracy



18. Strong MS Office skills, especially Excel
Behaviours
19. Respect
20. Responsibility
21. Recognition
22. One Team: Collaboration

Other
23. Ability to fulfil travel requirement

Desirable

Experience
24. Experience of performance management and monitoring
Skills, abilities & knowledge
25. Experience in a wide range of software applications, including PowerBI
Other
26. Track record of working with government departments, with strong existing links

Approval			
Manager	Corporate Director Strategy, Performance & Sustainability	Date	April 2024

