

**Job Description**

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| **Department** | **CORPORATE RESOURCES** |
| **Job Title** | **PRINCIPAL POLICY OFFICER**  |
| **Grade** | I |
| **Primary Purpose of Job** | To support the council’s approach to performance /intelligence, partnership working, agile and transformational project management. |
| **Reporting To** | Strategy & Policy Manager |
| **Direct Staffing Reports** | Senior Policy Officer and other officers as directed by the Head of Service or Strategy & Policy Managers |

**Main Duties**

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| **1** | Assist the Strategy & Policy Manager to deliver an effective performance management framework for the council, Bolton Vision Partnership and other identified stakeholders. This will include:* Supporting the delivery of the Directorate, Corporate and Vision Plan(s)to enable the council to meet its ambitions and goals to modernise services, evolve partnership working and reflect best practice against a face changing socio-economic and environmental backdrop.
* Support to the Bolton Vision Partnership, including its plans and evolving performance framework.
* Support to ensure that the organisation’s performance management systems are properly and meaningfully delivered in relation to council priorities and other relevant strategic objectives, including quarterly service, directorate and corporate performance reports and annual strategic outturn reports.
* To ensure that performance systems utilised, remain fit for purpose, reflect best practice across the sector and represent best value in use of resources.
* To support the development, maintenance and use of visualisation of performance/intelligence using a range of media and tools to improve decision making within the council and across relevant partnerships.
* Establishing and maintaining high performance standards, holding self and others to account for their performance.
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| **2** | Support the Strategy & Policy Manager to plan and co-ordinate the council’s work with the voluntary and community sector in Bolton. This will include:* Helping to deliver both the council and the sector’s agreed priorities through the development and implementation of a local Voluntary Sector Strategy.
* Assist with the development and implementation of Bolton’s Fund including managing funding arrangements and codesign and coproduction of programmes.
* Supporting the council’s approach to community cohesion activity by engaging with relevant colleagues and stakeholders and helping to ensure that this activity informs and reflects Vision 2030 outcomes. Developing and maintaining strong and effective relationships with key groups and individuals in the sector.
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| **3** | Support improvement and transformational activity across the council and partnership. This will include: * Helping to co-ordinate sector led improvement activity, including Local Government Association reviews and similar.
* Using a variety of data and information sources to develop policy and procedural responses in a fast paced environment.
* Develop and deliver transformational project based activities as directed by the Head of Service or Strategy & Policy Manager.
* Supporting tasks and activities from the evolving Greater Manchester agenda where directed to.
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| **4** | Support the Strategy & Policy Manager and the Principal Consultation and Engagement Officer with priority work where required to provide capacity where necessary to ensure our strategy and practice meets our statutory obligations under the Equalities Act 2010.  |
| **5** | Support the Strategy & Policy Manager to undertake relevant procurement exercises and the contract management activity that follows. |
| **6** | Where appropriate contribute to a learning culture within the Division, Directorate and Council and be prepared to share learning. |
| **7** | Ensure that you have up to date knowledge and understanding to articulate how the work of the team contributes to the objectives of the Division, Department and Council in a range of settings. |
| **8** | Deputise for the Strategy & Policy Manager and represent the Division and Directorate at meetings as required. |
| **Date Job Description updated:** | **January 2024** |
| **Job Description updated by:** | **Head of Strategy, Policy and Area Working** |

**Person Specification**

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| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Detailed understanding of the national, regional and local policy agenda facing local government and the public sector | Application Form/Interview/Presentation |
| 2. | Detailed understanding of business planning and performance management principles and approaches | Application Form/Interview/Presentation |
| 3. | Good understanding of the complex issues around securing better outcomes and the relationships between prosperity, deprivation, inequality and community cohesion. Working knowledge of our statutory commitments under the Equalities Act 2010. | Application Form/Interview/Presentation |
| 4. | The ability to think strategically, analyse complex issues and develop practical effective solutions | Application Form/Interview/Presentation |
| 5. | Good understanding and knowledge of the political, leadership and management issues facing large and complex councils | Application Form/Interview/Presentation |
| 6. | Highly developed inter-personal and communication skills and the ability to engage effectively with managers and staff from the council and partners | Application Form/Interview/Presentation |
| 7. | Strong project management skills and the ability to lead others in the delivery of complex corporate projects | Application Form/Interview/Presentation |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of business planning and performance management in a similar organisation. | Application Form/Interview/Presentation |
| 2. | A relevant degree level qualification | Application Form/Certificate  |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service.  | Interview  |

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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





