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| **1.** | **POST TITLE:** | Strategy Officer |
| **2.** | **POST NUMBER:** |  |
| **3.** | **GRADE:** | Grade 10  Job Evaluation Ref. No: N9942 |
| **4.** | **LOCATION:** | Your normal place of work will be County Hall, Durham. However, you may be required to work at any council workplace within County Durham |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder is accountable to the Strategy Team Leader.

1. **DESCRIPTION OF ROLE:**

This role will support the Council’s and partnership performance management arrangements and the Council’s corporate and service planning and improvement frameworks.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Assist with the development of key corporate planning documents such as the Council Plan.
* Assist in the coordination and production of key documents associated with the Council’s service planning arrangements.
* Contribute to a framework of plans at a council and service level which are SMART, action focused and add value to the organisation.
* Supporting the development and implementation of appropriate control, monitoring and review mechanisms to ensure that corporate and service policies are effectively deployed across the Council.
* Present plans to a range of different audiences to ensure that the information is fully understood, updated and implemented and such information is tailored to the appropriate audiences.
* Providing evidence for assessments, reviews and inspections and the production of corporate and service documents.
* Contributing to cross-service working groups, projects and developments as necessary.
* Contributing to regional working groups, projects and developments as necessary.
* Production and publication of performance information to a wide variety of audiences including officers, members, partner agencies and members of the public in a variety of media.
* Identify innovative approaches and best practice and apply them to service planning and performance frameworks to ensure that they meet the needs of the service grouping.
* Assisting in the analysis of performance data including satisfaction and other survey data. Looking at trends and interrelationships, developing targets and forecasts.
* Supporting policy analysis including horizon scanning and providing advice and guidance.
* Identification of areas of underperformance and instigating escalation procedures, working with services to develop and implement improvements and incorporating them into service planning arrangements where appropriate.
* Support development of service improvement, efficiency and review processes within the Council and with partner agencies in support of community, corporate and service performance management. This will include reporting progress against a range of plans at service, corporate and partnership level.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

1. **COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service level so that the user and the service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

To ensure that published performance data complies with any external regulatory requirements e.g. the Local Government Transparency Code.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

The post holder will have a commitment to continuous professional development.

9.4 **Health and Safety**

To ensure that the Health and Safety Policy, organisation arrangements and procedures as related to areas, activities and personal under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification - Strategy Officer (Grade 10)

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Degree Level qualification in a relevant discipline. | * Additional qualifications in a related discipline * Degree level qualification is in a discipline involving a high degree of numeracy | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Working in a planning and/or policy and/or performance management function | * Public sector experience | Application form  Selection Process  Pre-employment checks |
| **Skills / Knowledge** | * It skills in using Microsoft Office * Good level of numeracy and analytical skills * Good organisational skills * Good interpersonal skills | * Using MS SharePoint * Using MS Power BI * Using structured query languages * Knowledge of survey and statistical methodologies | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * A flexible approach to work and capability to work under pressure to deadlines * Ability to respond quickly to a wide range of queries * Ability to work corporately and cooperatively across a range of services and disciplines * Ability to work under own initiative and to motivate others * A responsible and responsive attitude * A commitment to the highest standards of data quality * Access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance). |  | Application form  Selection Process  Pre-employment checks |