

**Newcastle City Council  
Job Description**



**Post Title:** Head of Policy

**Grade:** Head of Service

**Responsible to:** Director of City Futures

**Responsible for:** Staff of the service

**Job Dimension:**

To have strategic and leadership responsibility for a significant service area with a large-scale budget accountability in order to achieve key outcomes for the Council, residents and city.

**Job Purpose:**

- To support the Director in providing leadership, vision and direction to those engaged in the research, development and provision of policy in line with the Cabinet's political vision and priorities and to ensure these are translated into delivery and its values are embedded at all levels of the organisation.
- To be accountable for the service performance and operational standards through establishment of clear business goals, ensuring it is delivering value for money services in response to the council's priorities and desired outcomes.

**Principal Accountabilities**

1. To contribute to meeting the service priorities by ensuring the delivery of quality, consistent and value for money services through effective service and business planning, budget, procurement, contract and performance management.
2. To lead on the co-ordination and promotion of the Council's response to strategic issues facing the Council locally, regionally and nationally.
3. To contribute to meeting political, commercial and financial objectives by leading and encouraging the innovation of service delivery methods and improvements through active engagement with councillors, staff, trade unions, service users, communities, schools, partners, providers and businesses to improve outcomes.
4. To lead, develop and empower staff to support their personal achievement and contribution to the delivery of the Council's and service objectives.

5. To be responsible for developing managers and staff and clearly demonstrating that cooperative values, innovation, evidence based practice and learning from others is how the service does business.
6. To contribute to the development of effective partnerships locally, regionally, nationally and internationally to ensure the delivery of Council priorities.
7. To be the lead officer in the service area appointed to as well as the nominated technical specialist and/or statutory officer.
8. To assist the Director to fulfil the statutory functions of the service.
9. To represent the Council as may be required both regionally and nationally.
10. To carry out specific corporate roles and assignments and such other duties as appropriate.
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.