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| **Job Description** |
| **Post title** | Strategy Officer |
| **JE Reference No** | N9942 |
| **Grade** | 10 |
| **Service** | Transformation and Partnerships |
| **Service Area** | Strategy |
| **Reporting to** | Strategy Team Leader |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **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.

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| **Duties and responsibilities** |

* 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.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*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 your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * 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
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| Experience | * Working in a planning and/or policy and/or performance management function
 | * Public sector experience
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| 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
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| 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).
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