 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>Corporate Services</b>		<b>Service Area:</b>	
<b>JOB TITLE:</b> Head of Policy Development & Public Affairs			
<b>GRADE:</b> SM3			
<b>REPORTING TO:</b> Director of Corporate Services			
<b>1.</b>	<b>JOB SUMMARY:</b>  To support the Chief Executive and CMT in both their management of and direction setting for the organisation.  To be an effective member of the Council's Senior Management Team, working closely with the Corporate Management Team and Elected Members to contribute to the leadership, challenge and strategic direction specifically for Corporate Services and to contribute to the wider across Council services in accordance with the Council's values, vision, objectives, plans and priorities.  To work effectively with Elected Members and advise and assist them on the day to day delivery of services within the Council's established policy and decision-making.  To work with senior stakeholders within SBC; partners across the Tees Valley; and other national organisations and government departments.  To lead projects on behalf of the Chief Executive where the focus is on strategic priorities rather than day to day operational issues.  To be aware of the significant issues facing the Council and public sector organisations nationally and, in the Tees Valley, being a conduit for key, relevant information to assess the Councils planned activity and provide assurance to the Chief Executive and CMT that the organisation can deploy the necessary capacity and capability to deliver; and ensure both targeted and cross organisation objectives are achieved.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	To be an effective member of the Council's Senior Management Team and to contribute to the corporate management of the Council, both through the activities of the service and wider corporate involvement.	
	2.	To support the Chief Executive and CMT in both their management of and direction setting for the organisation. Providing data and information from a wide	

		range of sources to provide high quality advice and support to the Chief Executive and CMT to ensure their decision making is accurate and timely.
	3.	To champion and lead the development and implementation of corporate initiatives as allocated by the Chief Executive to effect change across the Council, ensuring 'traditional thinking' is challenged and innovation pursued.
	4.	To lead projects on behalf of the Chief Executive where the focus is on strategic priorities rather than day to day operational issues.
	5.	To work effectively with Elected Members and advise and assist them on the day to day delivery of services within the Council's established policy and decision-making.
	6.	To manage and oversee the Corporate Management Team work plan.
	7.	To be responsible for leading cross-Council projects which exemplify innovation, cooperative working, and a strong focus on accountability to deliver new ways of working that maximise efficiency whilst dealing with areas of poor performance; duplication and/or unclear accountability.
	8.	To work with senior stakeholders within SBC; partners across the Tees Valley; and other national organisations and government departments.
	9.	Oversee the development and sign off on briefings and communications required by the Chief Executive
	10	Analyse correspondence and information from external bodies, primarily government departments, to understand the impact on and requirement for response from SBC and respond on behalf of the Chief Executive and CMT.
	11	To support the Chief Executive in managing high profile agendas that require engagement across the organisation or significant parts of it.
	12	Providing public affairs and policy advice.
	13	Coordinating the council's approach to sector awards.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the LGA Senior Manager Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and Supporting Behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Ged Morton		
Job Description agreed by: (Post holder)	.....	.....	..... .

**Job Description dated            January 2023**


## PERSON SPECIFICATION

<b>Job Title/Grade</b>	Head of Policy Development & Public Affairs	SM3
<b>Directorate / Service Area</b>	Corporate Services	
<b>Post Ref:</b>		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b> (Application form/Interview – please state for each category)
Qualifications	A degree or relevant professional or management qualification	<ul style="list-style-type: none"> <li>Membership of relevant professional body or equivalent demonstrable level of relevant work related experience</li> </ul>	Application form
Experience, knowledge and skills	<ul style="list-style-type: none"> <li>Experience and detailed understanding of Local Government or public sector</li> <li>Delivery of excellent services</li> <li>Strategic planning</li> <li>Managing change</li> <li>Successfully engaging with other agencies, partners and stakeholders</li> <li>Ability to demonstrate strong financial management</li> <li>Corporate performance and governance.</li> <li>Employee engagement and motivation.</li> <li>Knowledge of legislation affecting the service</li> <li>Media handling</li> </ul>	<ul style="list-style-type: none"> <li>Track record of Leadership within a similar size organisation</li> <li>Supporting or advising Members (or similar) or working in a political environment</li> <li></li> </ul>	Application / Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b> (Application form/Interview – please state for each category)
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Ability to make difficult decisions in a challenging environment</li> <li>• Ability to handle difficult situations sensitively</li> <li>• High degree of personal and professional probity, integrity and credibility</li> <li>• A collaborative team worker</li> <li>• Pragmatic</li> <li>• Resilient</li> <li>• Consistent and fair leadership style</li> <li>• Ability to develop and encourage others to realise their full potential</li> </ul>		Application / Interview
Other requirements			Application / Interview

**Person Specification dated January 2023**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Corporate Services	<b>SERVICE AREA:</b>
<b>JOB TITLE:</b> Head of Policy Development & Public Affairs	
<b>GRADE:</b> SM3	
<b>JOB LOCATION / BUILDING:</b>	
<b>REPORTING TO:</b> Director of Corporate Services	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
<b>Noise:</b> Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		X
<b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		X

Known Risk	Yes	No
<b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> <li>o Inhaled, e.g., lead dust, fume or vapour.</li> <li>o Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>o Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		<b>X</b>
<b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.		<b>X</b>
<b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b> .		<b>X</b>
<b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		<b>X</b>

Other Known Risks		
Known Risk	Yes	No
<b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		<b>X</b>
<b>Food Handlers:</b> Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		<b>X</b>
<b>Night Workers:</b> Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		<b>X</b>
<b>Lone Working (including Home Working):</b> Employee will be required to work alone.	<b>X</b>	
<b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE) <b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b>	<b>X</b>	
<b>Any Other:</b> Please identify any other known risks associated with this job role.		<b>X</b>

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: Ged Morton

Date: 17/01/2023

**For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: [Occupational.Health@stockton.gov.uk](mailto:Occupational.Health@stockton.gov.uk)**