

Role Profile

This section provides key information relating to the role

Job Title:	Strategy and Policy Officer		
Post No:	P01291	Grade:	J
Team:	Transformation	Location:	Campus East
Responsible to:	Service Manager (Transformation)		
Responsible for:	N/A		

Overall job purpose:

To act as the Council's strategic policy lead and advisor across all council services, including Housing.

Staying up to date with key local government and housing policy developments and assessing the likely impact for the council.

Ensuring data and other insight informs policy and strategy development in line with the Councils' overall vision and corporate priorities and positioning the council positively with its stakeholders and community at local, regional and national level.

To lead and/or support teams in developing strategies and delivery plans and ensuring effective delivery.

Key areas of focus:

1.	Research and disseminate information about new legislation and the application of best practice elsewhere to support development, implementation and review of a range of strategies and policies which may impact the council.
2.	Advise on matters relating to relevant council functions, strategies, policies, and procedures and make proposals to enable the Senior Management Team to make decisions that will meet statutory requirements and ensure services are delivered in line with the council's vision and priorities.
3.	To work on a range of projects as the lead officer, or in an advisory/supporting role. This will include identifying key issues, providing solutions, and carrying out research for services across the council.
4.	To research, develop, write, and coordinate the production of council strategies, policy documents, presentations and other material as required.
5.	To develop a comprehensive understanding of housing need and demand in the area. To understand housing trends and drivers of the housing market and the likely impact of different policies and the financial impact on the council and its statutory housing duties.

6.	To monitor the implementation of a number of delivery plans, and the impact of government legislation on council financial planning and budgets, including building links with other departments and commissioning partner organisations to improve service delivery in a customer focused way.
7.	To monitor and collate appropriate statistical information on council services and provide such information when required.
8.	To be responsible for monitoring empty homes in the Borough and for developing and delivering the Council's strategy in response to these, including offering advice and assistance to owners.
9.	To coordinate the completion of government and other statistical returns and surveys in accordance with required deadlines and to develop and implement databases and graphical information of local and national statistics and Performance Indicators, as required.
10.	To respond to consultation documents from a variety of sources including central government departments, Hertfordshire County Council and other organisations on relevant housing issues.
11.	To proactively develop and maintain a positive and productive working relationship, and where appropriate partnerships, with a range of internal and external contacts.
12.	To be proactive in negotiating, motivating, and influencing others to act in directly delivering, or acting in support of, housing priorities and remain closely connected to key initiatives.
13.	To have regard to the council's statutory responsibilities and policies in areas such as Health and Safety, Data Protection and Safeguarding whilst carrying out the duties of your role.
14.	To identify and support with the preparation of bids for potential and actual funding for specific projects and initiatives.
15.	To produce briefing notes and guidance on national and local trends, policy, legislation and good practice.
16.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
17.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
18.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Degree level or equivalent relevant work experience.	x		AP
Experience in policy development in local government /Housing or similar setting.	x		AP/AS/IN
Experience in dealing with external partners, stakeholders, Council Members to develop policies and strategies.		x	IN
Knowledge			
A knowledge and understanding of equality, diversity, and associated rights & responsibilities; and how that might relate to council services, including housing.		x	IN
A broad awareness of council services, building positive relationships and strong, broad, and diverse networks.	x		AP/IN
Up to date knowledge of regulation governing council services, including housing.	x		AP/AS/IN
Skills and abilities			
Excellent organisational and time management skills, ability to plan and deliver projects and tasks over an agreed timeframe.	x		AS/IN
Excellent numeracy, research and analytical skills and a good working knowledge of Microsoft Office packages.	x		AP/AS/IN
Ability to research and summarise complex information in reports and presentations to different audiences.	x		AS/IN
Ability to make decisions and deliver under pressure, and to escalate where appropriate.	x		AS/IN
Ability to influence and use negotiating skills, to encourage transformational change.	x		AS/IN

Other attributes			
Excellent interpersonal skills.	x		IN
A commitment to continuous personal development.	x		IN

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.