

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: GL CCA	Job Ref Number:
Service Area: Resources	Grade: 13

Job Title: Head of Strategy and Performance

PURPOSE OF JOB:

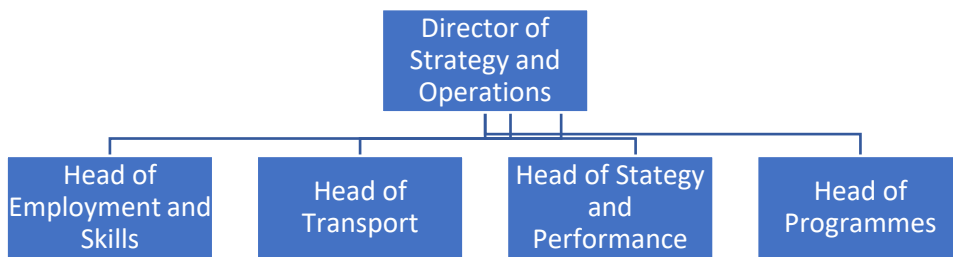
As a proven leader with extensive experience in developing and articulating complex policy, working in a regulated environment and managing stakeholders, this senior post requires an innovative and creative thinking approach as the postholder will lead on developing and delivering a robust policy environment for Greater Lincolnshire.

The postholder will be responsible for working with and influencing our partners and stakeholder at a strategic level to develop policy, research, programmes and initiatives that supports the economic growth of the GLCCA.

The role will be required to:

- Interpret new government legislation and guidance with a forward-thinking approach, providing clear recommendations for implementation.
- Design, implement, and sustain innovative service delivery models that drive improved outcomes for the residents of Greater Lincolnshire.
- Lead the performance team in building and maintaining strong relationships with key stakeholders to influence and shape policy and strategy.
- Set and uphold professional standards across the service, ensuring systems and processes are modern, efficient, and fit for purpose.
- Develop compelling funding proposals and prepare bids to secure resources that support strategic priorities.
- Establish and maintain robust processes for monitoring and evaluating service delivery to ensure continuous improvement.
- Identify complex issues, research and assess potential solutions, negotiate agreement, and implement changes as part of policy projects or strategic initiatives.
- Work flexibly to accommodate business needs, including where necessary at evenings or weekends.

TEAM STRUCTURE:



MAIN DUTIES:

- 1 Serve as the Combined Authority's principal policy advisor to the Leadership Team and councillors, shaping policy and strategy concepts and securing senior-level engagement and support.
- 2 Coordinate and deliver Greater Lincolnshire's response to Government policy, leading a work programme that drives the development and implementation of related initiatives.
- 3 Oversee all aspects of policy development, ensuring the collection of input, feedback and data to enable informed engagement with officers and councillors, and use this intelligence to respond to Government consultations and calls for evidence.
- 4 Commission and manage research that underpins the Combined Authority's policy objectives and demonstrates sector leadership; supervise the production of analysis and insight from official statistics, forecasts, surveys and data requests to inform and influence policy.
- 5 Identify and deliver opportunities for synergies and efficiency savings across strategic commissioning areas.
- 6 Lead member-facing engagement, including planning and delivering national engagement strategies where appropriate; ensure policy insights are presented in clear, accessible formats for councillors, senior leaders and staff.
- 7 Direct research, analysis and interpretation of complex economic, social and environmental data on behalf of the Combined Authority.
- 8 Work collaboratively with Heads of Service and senior leaders to maximise the Combined Authority's influence with key stakeholders in local and national government, strategic partners, media and the public; design and implement engagement plans for policy development, including joint campaigns, research and events.

9	Represent the Combined Authority at external working groups, conferences and events; build strong relationships with local authorities, government departments and national bodies to track legislative and policy developments.
10	Maintain strategic relationships with senior officials in government agencies, ensuring local priorities are considered throughout legislative and regulatory processes; brief senior management, councillors and staff on the implications of policy changes.
11	Operate an effective monitoring system to track legislative and regulatory developments, liaising with departments and partners to ensure timely and appropriate responses.
12	Provide leadership and line management for the corporate policy team, including recruitment, induction, appraisals and performance management; allocate resources effectively across objectives.
13	Take accountability for managing individuals from other departments and strategic partners as part of policy project delivery.
14	Lead programme management for corporate policy delivery, including business case development, cost monitoring, stakeholder engagement, project planning, benefits realisation and change management through to implementation; ensure lessons learned inform future planning.
15	Manage the allocated budget, produce accurate forecasts and ensure compliance with financial procedures; contribute to medium-term financial planning, identifying budget pressures and opportunities for cost reduction and income generation.
16	Act as the Statutory Scrutiny Officer for the Greater Lincolnshire Combined County Authority

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.

This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.

The role will be based full-time in Greater Lincolnshire, with a requirement to travel.

Person Specification

Requirements	Where identified*	Essential	Desirable
Experience of developing and articulating complex policy.	A/I	X	
Experience of delivering strategic priorities within strict timelines.	A	X	
Proven leadership and people management skills in a complex environment	A I	X	
Excellent negotiation and stakeholder management skills	A I	X	
Experience of working with public and private sector stakeholders at a senior level	A I	X	
Ability to influence and build credibility with key stakeholders in Government and across Greater Lincolnshire.	I	X	
Able to provide effective management of people and resources, to achieve complex or high priority objectives, and develop others personally and professionally.	A/I	X	
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	I	X	
Able to systematically analyse information and cut through complexity to bring clear, relevant and intelligible recommendations.	P	X	
Able to apply judgement, creativity and flexibility to solve complex problems and generate new ideas.	I	X	
Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.	P	X	
Must demonstrate knowledge and understanding of relationship management strategies and understanding of stakeholder management.	A/I	X	
Educated to degree level in a relevant discipline or equivalent experience	A I	X	
Post graduate qualification in a relevant discipline	A I		X

Membership of a relevant professional body	A I		X
Strong ability to understand and communicate strategy and work pro-actively to achieve strategic priorities.	P	X	
Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives.	I	X	
Able to use project management disciplines to lead or contribute to project work.	A		X
Experience of leading and shaping work with others from different professional backgrounds to achieve organisation priorities.	A/I		X
Experience in managing and reporting against budgets.	A		X