

Job description

Job title: Strategy and Policy Director

Reports to: Chief Executive

Key Contacts: Chair, Executive Portfolio Holders, Committees and Forums of London Councils
London Councils staff
Senior members and officers in London Boroughs
National and London wide bodies in the public, private and voluntary sectors
Senior members and officers in the GLA, Mayor's Office and wider GLA family
Senior civil servants and Government advisers
National and London Media

Job Grade: CO-B

Key Purpose

To provide strategic leadership for London's boroughs, communities and stakeholders in delivering against London Councils Shared Ambitions, with an immediate focus on:

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- Devolution to London
- English Devolution Bill and Integrated Settlement.
- London Missions

To work closely with the strategic leadership at London Councils, including the Elected Officers of London Councils who bring political leadership to the boroughs' and London councils' work, and Corporate Management Team

To build networks in the heart of the "policy" community of practitioners, Parliamentarians, civil servants, think tanks, academics, journalists and others in order to make the case for London local government on issues in line with London Councils priorities for the Parliament and devolution policy. A key focus for this role will be to lobby on behalf of London boroughs on the English Devolution Bill and Integrated Settlement.

The role will also focus on how London Councils ensures it is fit for purpose to reflect the changes that will come as a result of the English Devolution Bill and the London missions.

Principal Accountabilities

1. Act as a point of leadership for all London Council's work in delivering London borough leaders shared ambitions by championing the ambitions, purpose and progress of the work.

2. Ensure that the values are embedded across all London Council's work, including recognising and addressing structural inequalities, promoting a fairer and more inclusive London and focusing on the most vulnerable.
3. Provide strategic policy leadership to develop a clear and evidence-based framework for action to deliver the outcomes and ambitions that have been agreed by Leaders.
4. To be a highly trusted adviser to the Chair and senior elected members in creating strategy, in particular supporting and enhancing the policy goals of the relevant Portfolio Holders as they act on behalf of Leaders Committee across all activities including Ministerial and other strategic meetings.
5. Work very closely and effectively with a range of partners, representing the interests of London's councils in these partnerships but also ensuring a highly collaborative approach to what is a shared endeavour. Ensure strong links with the work in other parts of the country, especially the core cities.
6. To represent London Councils, making the case for member authorities and broker agreements across the remit, working effectively with colleagues within London Councils and stakeholders across London to ensure that London local government's perspective is championed and is influential in shaping local public services and national policy.
7. To create and sustain collaborative work with other agencies and sectors who may share objectives with London Councils and/or whom London Councils may wish to influence.
8. To build and sustain engagement with key officer stakeholders across boroughs – both Chief Executives and Directors – in order both to inform and then champion agreed policy and advisory positions on behalf of London local government and the development of agreed management responses across boroughs.
9. To be a leading ambassador for the organisation and London local government with a range of audiences. Developing and sustaining positive relationships with stakeholders, opinion formers and key contacts in order to advance London Councils' policies and positions is a key focus of the role.
10. To encourage the development of service and employment policies and practices which reflect and value the diversity of London's communities and promote an inclusive society.
11. To take care at all times to uphold health and safety at work for self and others. To observe London Councils Health and Safety policy and related procedures at all times.
12. To uphold the highest standards of ethical conduct in line with the expectations of a local government officer and to lead staff to adhere to such standards in order to uphold the reputation of London Councils and local government in London.

PERSON SPECIFICATION

Strategy and Policy Director

Qualifications and experience

- Extensive relevant policy experience or relevant related sector experience in at least one of the key policy areas of postholder accountability/ responsibility
- Substantial senior level experience of developing public policy
- Experience of working effectively in a political environment
- Demonstrated experience of creativity and impact in policy development
- Experience of negotiating agreements with multiple partners, including lobbying and engaging with regional and national Government in the context of devolution policy and strategy.
- Experience of contributing to public policy development across at least one key policy area relevant to London local government
- Experience of successfully delivering policy projects where there has been responsibility for project outcomes
- Experience of leading, motivating and developing staff to deliver both high quality outcomes and sustainable improvements in staff effectiveness.

Knowledge

- Expert knowledge of at least one of the postholders areas of policy responsibility/ accountability and good to strong knowledge in the remaining areas of policy responsibility
- Knowledge of local government, preferably the London local government family, its governmental structure and London Councils' role within it
- Knowledge of relevant national government policy and departments in the areas of policy responsibility (devolution).

Skills and Abilities

- Demonstrable ability to anticipate and understand the strategic significance of key policy issues to London local government
- Ability to lead, manage and deliver in a highly political environment
- High level policy development and research skills to be able to lead policy studies and create innovative viable policy proposals
- Strong influencing & negotiating skills with evidence of success in lobbying, negotiating and concluding deals with multiple stakeholders
- Highly developed oral and written communication skills, – able to present information, including financial information, clearly and concisely to a range of technical and non-technical audiences at the most senior levels and so to deliver tangible change to opinion

- Ability to build networks of contacts and maintain effective high trust relationships with civil servants, politicians across parties, London local authorities, public, private and third sector partners and others in London government
- Ability to manage complex projects, meeting competing deadlines and all other projects constraints
- Ability to lead, develop and motivate people and teams in a manner that delivers continuous development and high performance
- Able to represent London Councils and contribute to consultations and negotiations on behalf of London Councils and London local government with a range of organisations
- Ability to work closely with communications experts to shape effective communications and media activity, and to ensure effective co-ordination of information to member authorities and increase policy influence.
- Ability to work in complex systems and organisations, understanding ever changing contexts and the need to continuously improve.

Personal Characteristics

- Strong orientation to achieve the best possible outcomes through working in collaboration, partnership and across teams and organisations
- Personal and professional credibility which commands the confidence of members, colleagues, partners and stakeholders
- Highly developed political management skills, demonstrating political judgement and sensitivity
- Strong commitment to probity, integrity and openness, treating people consistently, fairly and with respect
- Resilient in pressured, complex stakeholder environments
- Personal commitment to the value of diversity, inclusion and the promotion of equality of opportunity
- Strong personal commitment to improving London as a place and its public services.

Political Restrictions

1. This is a politically restricted post, under Section 2 of the Local Government and Housing Act 1989.