**Job Description**

**Policy and Transformation Lead**

**Level: 12**

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| **Responsible To:** | **Responsible For:** |
| Transformation and Strategy Manager | Policy Officers  Partnerships Officer (matrix managed by Director of Change and Delivery)  Policy Apprentice |

**About the job:**

To develop and lead an outward looking policy and transformation function focussed on service improvement and delivery.

**Role:**

To lead an agile and responsive team which identifies opportunities and challenges for the councils, undertakes policy research and best practice, and actions improvements.

To support the development of the Corporate Strategies and business plan and develop and implement key corporate policies, such as our approach to equality and diversity.

To support strategic activity including the Corporate Peer Challenge and implement actions and improvements.

To have responsibility for consultation and to manage the Citizen Space system.

To manage and develop the Policy Officers. To develop an externally focussed team and embed the approach to horizon scanning.

To be responsible for the day to day management of the Partnerships Officer (matrix managed by the Director of Change and Delivery).

To support continuous improvement and performance management as part of wider service delivery

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Relevant degree, or equivalent experience.
* Evidence of continuing professional development

**Experience**

* Experience of guiding the development of strategy and policy
* Experience or understanding of local government and working within a political environment
* An understanding and experience of project delivery

**Skills and Abilities**

* A learning mindset and the ability to identify opportunities to learn from others
* Ability to communicate effectively and persuasively at all levels across the council and with outside organisations
* Ability to build strong working relationships with a range of internal and external stakeholders
* Ability to analyse and interpret statistics and prepare and deliver briefings and/or presentations.
* Excellent IT skills

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.