



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Head of Policy, Strategy and Partnerships
Grade:	MGC
Department:	Corporate Services
Location:	Various offices according to the needs of the service
Responsible to:	Assistant Director of Resources
Responsible for:	Corporate policy and strategy advice and co-ordination Overseeing equalities and community cohesion work, the local strategic partnership and the corporate relationship with the voluntary sector and related strategy Management of: Policy, Strategy and Partnerships Officers x 2.6 Equalities and Community Cohesion Officer Policy, Strategy and Partnerships Administrator
Post number:	tbc
	Date: October 2010

MAIN PURPOSE

- To lead and manage the Policy, Strategy and Partnerships team and deliver corporate policy and strategy advice and co-ordination, oversee corporate equalities and community cohesion work, the local strategic partnership and the corporate relationship with the voluntary sector and the related strategy.
- To be a member of the Divisional Management Team and participate in the overall management of the Division.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide proactive advice and support to Members, the Director, Assistant Director and managers across the authority on corporate policy and strategy.
- To provide oversight of policy development across the council, including forward planning for CMT and LSG.
- To co-ordinate the development, maintenance and implementation of corporate policies, and liaise with the Head of Business Planning and managers across the council to ensure that the corporate business plan is founded on these policies and strategies.



- To keep abreast of developments in the field of local government policy and strategy, and ensure that the council's policies and strategies are developed and implemented in accordance with modern good practice.
- To oversee the development and provision of equalities and community cohesion work.
- To act as the council's lead on the Stronger Communities agenda, including the stronger element of the Safer and Stronger Thematic Partnership.
- To lead on the corporate relationship with the voluntary sector, to develop and maintain the related strategy, and to oversee activity to support this strategy.
- To provide advice and support to the LSP and its Executive Board, or any successor body, and to advise members, the Director, Assistant Director of Resources and managers across the authority on issues relating to the LSP, or any successor body.

Managerial

- To lead, manage and develop the Policy, Strategy and Partnerships team in accordance with council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer-focussed services as listed above.
- To be responsible for the team budget in the region of £1.5 million per annum, and to ensure that effective financial management processes are maintained within the Policy, Strategy and Partnerships service.
- To manage the team ensuring that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities are carried out in accordance with council policy.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Assistant Director, Director or council, as appropriate at external meetings.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Assistant Director or Director.



**LONDON BOROUGH OF MERTON
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PERSON SPECIFICATION**

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Qualifications and Experience

Professional and post specific requirements

- Experience of policy and strategy development and implementation in a multi functional public sector organisation

Management requirements

- Experience of staff management

Skills and Knowledge

Professional and post specific requirements

- Understanding of local government services, funding and regulatory arrangements, governance and decision-making
- Understanding of the current issues facing local government and how they may be addressed to maintain effective services in the face of financial constraints
- Broad knowledge of public sector and public service policy issues
- Understanding of strategic planning in a multi functional organisation
- Ability to develop policies to balance the needs of the council's stakeholders in the context of financial, legislative and other constraints
- Understanding of the issues related to diversity, equalities community cohesion and the voluntary sector as they affect the council and the area of Merton
- Understanding of the issues relating to the local authorities role in leading local strategic partnerships

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Good numeracy and analytical skills
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision
- Understanding of the principles of value for money and an ability to apply them in the management of support services
- Understanding of project management and governance principles and techniques and ability to apply them to support service projects
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team



- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).