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# Recruitment information

## Job description and person specification

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<b>Your title:</b>	Policy Manager Maternity Cover (1 year Fixed term from end of October 2023)
<b>DBS check:</b>	This post does not require a DBS check
<b>Post number:</b>	CE1233
<b>Your team:</b>	Policy & Performance
<b>You would be based:</b>	Civic Centre, Esher
<b>Your line manager:</b>	Policy & Performance Service Manager



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## **The main purpose of the role:**

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As Policy Manager you will lead colleagues who have responsibility for: corporate policy development and data management, including the Vision delivery Plan and organisational performance monitoring. In addition, you will be the programme manager Transformation programme, overview and scrutiny function, consultation, community safety, early careers and apprenticeships, EDI and related activities

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## **Specific duties and responsibilities**

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You will provide effective management of the team in order to co-ordinate the production of the Vision and priorities and liaising with others across the Council to provide the annual refresh.

You will provide the support for the day to day performance monitoring and management process across the Council and you will report quarterly progress to CMB and through relevant Member forums.

You will programme manage the council's 3-year Transformation programme, including coordinating progress updates, regular board meetings and progress tracking.

You will produce core elements of the P&P annual service delivery plan in conjunction with the P&P Manager.

The role leads on the development and delivery of the Council's corporate policies and priorities ensuring that these are understood and implemented, as well as promoting cultural change activities and encouraging wider corporate groups within the organisation to engage.

You will oversee the commissioning and use of research and data for corporate policy development and in order to provide appropriate policy advice and innovation.

You will ensure that appropriate strategies and policies are developed to enable the Council to develop, deliver and improve its services in line with its priorities.

Keep abreast of national and regional policy developments and provide feedback, briefings and information to the appropriate recipients, including to the P&P Manager.



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You will use the Council's procurement standards to commission and procure services as required.

You will keep up to date on budget allocations and spend and undertake monitoring as required by the P&P Manager.

Oversee the community safety partnership work including the contract management of the CCTV service as well as other corporate support contracts including the agency contract and the absence management service as well as other corporate commissions as required.

### **Political, relationship and staff management**

Provide policy support to the Overview and Scrutiny Committee, acting as the overview and scrutiny lead manager and ensure the team provides effective administration support

Support and advise elected Members on all aspects of corporate policy and relevant partnerships within the service area.

Develop effective working relationships with the Portfolio Holder.

Keep fully informed of organisational issues and the wider local government agenda to be able to respond corporately.

Ensure that service developments are properly planned and facilitated through the establishment and development of effective partnerships with other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.

Undertake performance reviews and ensure that personal development plans are in place for direct reports that reflect service improvement priorities.

You will be expected to take responsibility for the performance and management of the Policy staff, ensuring resources are utilised effectively and efficiently in order to achieve service targets.

Effectively balance management of people, tasks, activities and staff development, health and well-being in order to achieve these targets.

Work with Heads of Service, Senior Managers and the Council Management Board to ensure close joint working takes place on cross-cutting projects and work areas.

Undertake any other duties determined by the P&P Service Manager



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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in



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the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## **Politically restricted post**

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Under the Local Democracy, Economic Development and Construction Act 2009 (amended 2011), your post is subject to political restriction. This means that you are prohibited from taking part in the following political activities:

- Standing for election as a member of the House of Commons, European Parliament or a Local Authority; holding office in a political party
- Canvassing on behalf of a political party or any person standing for election
- Speaking or writing in public (including publishing any artistic work) if it appears to elicit public support for a political party (this does not preclude you displaying a poster or other document on your own property or possessions)



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- Failure to comply with these rules may result in disciplinary action. Further details of the restrictions can be obtained from Policy & Performance



## **Person specification**

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Policy Manager**  
**Team:** Policy & Performance  
**Salary:** PO41 – 46 £48,051 -  
£53,507

**Post no:** C1233  
**Hours:** 36  
**Car allowance:** Casual

### Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Educated to degree level or equivalent.	E	A
2	Evidence of continuous professional development.	E	A, I
3	Project planning qualification (preferably Prince2)	D	A
4	Management qualification or equivalent by experience	E	A

### Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
5	Developing policy and/or managing projects	E	A, I
6	Working in local government and with Elected Members.	E	A,T, I
7	Conducting research, and/or public consultation and community engagement exercises.	E	A, T, I
8	Experience of managing key strategic change projects across and organisation	E	A, I

## Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
9	Able to manage, motivate & empower staff.	E	A, T, I
10	High presentational skills – both written and oral.	E	A, T, I
11	An ability to achieve results in a political environment.	E	A, T, I
12	Proven ability to work under pressure and to deliver tangible results to tight deadlines.	E	A, I
13	Proven ability to lead, and work in multi disciplinary teams.	E	A, I
14	Good I.T. skills (preferably word processing, PowerPoint, spreadsheets, updating web pages and databases).	E	A, I
15	Strong problem solving and evaluation skills.	E	A, I
16	A self-starter with good time management and priority setting skills.	E	A, I
17	Creative, innovative and capable of thinking strategically and corporately.	E	A, I
18	Flexible and adaptable work style.	E	A, I
19	Diplomatic, tactful and capable of being assertive when necessary.	E	A, I
20	Ability to apply creative and innovative thinking to complex service challenges	E	A, I

## Special requirements



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<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
21	Able to attend evening committee and other meetings as required.	E	A, I
22	Access to a vehicle for visits throughout the Borough.	D	A, I