
Head of Policy and Performance (maternity cover)

Additional recruitment information



Great services need great people

Elmbridge is a borough with people and community as its heart. It is a borough with energy and enthusiasm, a borough with both national and international businesses and wonderful commons, woodlands and green spaces.

Our Vision is a sustainable, thriving Elmbridge driven by the power of our community.

This Vision will support the transformation of Elmbridge Borough Council as an organisation, it will drive us to deliver for our residents, to enable our local partners to deliver for our residents and to help us shape our future as we move through local government reorganisation.

As for our people, they are our greatest asset, they drive the council's success through their commitment, determination and creativity. We rely on motivated individuals and teams to work collaboratively to achieve results for our residents.

You will see that our values – care, collaboration and continuous improvement not only underpin everything we do, but also how we do it.

We are committed to providing a great working environment, where everyone is supported, with the tools they need to make a real difference.

Thank you for your interest in Elmbridge Borough Council and good luck with your application.

Adam Chalmers, Chief Executive

Policy & Performance at Elmbridge

At Elmbridge we are on an ambitious journey of transformation as we work towards delivering our Vision for the borough.

The Policy & Performance team is integral to that Vision providing performance and strategic support to the organisation.

As the maternity cover for the Head of Service you will lead a group of talented and committed people, determined to do their very best for both the community and their colleagues.

You will manage and oversee the following teams:

- Policy
- Communications

- HR/Corporate Health & Safety
- Organisational Development
- Climate Change
- Economic Development

Your leadership will ensure the team continues to positively impact the Elmbridge community in support of both our Vision and our transformation and modernisation work.

You will be focused on achieving the best outcomes for both the organisation and for Elmbridge.

What it means to be a head of service at Elmbridge

As well as being a leader in your sector and achieving the objectives set out for your service area, as a Head of Service at Elmbridge you are also expected to be visible, accessible and responsive across the council. We believe that leaders should find opportunities to lead whatever their role; they should communicate openly and honestly and do what they say they will do.

As a Head of Service, you have a leading role to play in developing the organisation and its people; you should mentor and coach the team and help your colleagues to see how their role and their individual objectives are vital in Elmbridge achieving its Vision. Your influence and guidance can ensure that you have a robust and confident team capable of delivering its service plan, a team willing to innovate and to improve through new ideas and one that is active within the organisation- taking part in community and charitable events within the Civic Centre and interacting with colleagues.

As part of our Leadership Team you will be collaborating with peers to drive forward new ideas and making key decisions to help develop and maintain Elmbridge as a high performing organisation.

Our employment pledge

As you will quickly realise, we are committed to attracting and retaining high quality talent from both the public and private sectors.

We are a Disability Committed employer and an equal opportunities employer. We embrace the values of diversity in all aspects of employment and in the delivery of services. As such we welcome applications from all sections of the community.

We have also signed the 'Time to Change' employer pledge to end mental health discrimination and to increase conversations about mental health.

Our values

Our values underpin everything we do:

- **Care**
- **Collaborate**
- **Continuous improvement**

We shaped them, we own them, we are them. They underpin everything we do, reflecting what is important to Elmbridge Borough Council both now and moving forward, continuing to align with our Vision.

We care by:

- putting our community at the heart of everything we do
- creating an environment where everyone feels respected, supported and valued
- celebrating diversity and fostering a culture that is inclusive and fair
- demonstrating openness, honesty and integrity in all our actions and decision making
- showing kindness, empathy and consideration to our customers and colleagues

We collaborate by:

- recognising that people are our best asset and we are stronger by working together
- co-operating and supporting each other to deliver our shared vision
- building relationships with other teams to make the workplace productive and fun
- working as one team to provide the best service and make a difference to our community
- pulling together to become more sustainable and help the environment

We continuously improve by:

- continuing to invest in employee learning and development
- ensuring employees have the right technology, systems and digital tools for their



roles

- challenging ourselves to innovate and try new ideas
- adapting and embracing change

Wellbeing at work

Our [Thrive package](#) has been created to include a range of opportunities for you feel your best at work.

The thrive package also includes:

- a health check and flu jab each year
- up to 3 days paid leave for you to care for dependents at times of illness or to manage other emergency situations
- a free, confidential 24-hour employee support helpline
- access to tennis courts near the Civic Centre
- providing you with the opportunity to take time to do some voluntary work in the Elmbridge community
- the opportunity to 'buy' up to 10 additional days' annual leave, subject to certain conditions.
- the cycle-to work scheme, benefit from a tax-free bike when you enroll and cycle to work
- opportunity to lease a car through our salary sacrifice electric vehicle car scheme



You can also benefit from a range of local discounts, including, restaurant and coffee shop discounts, as well as reductions on childcare activities and health and fitness.

Key details on the role

Your title: Head Policy & Performance (fixed term maternity cover)

Your salary: Head of Service Band 2 (£81,185 - £90,191) plus a Leadership Allowance of £6,500 pa

You will be based: At the **Civic Centre on Esher High Street.**

We offer hybrid working arrangements.

You will be reporting to: Chief Executive

You will have **responsibility for service budgets.**

Salaries

- Salaries are paid on the 15th of each month (i.e. approximately 2 weeks in advance and 2 weeks in arrears) and are paid directly into your bank or building society account.
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Pension scheme

- The Local Government Pensions Scheme (LGPS) provides excellent benefits in the form of an index linked retirement pension based on your career average salary, together with ill-health, redundancy and death benefits. The scheme is contracted out of the State Earnings Related Pension Scheme (SERPS).
 - You will automatically be included in the scheme unless you choose to opt out. Both you and the Council make contributions to the scheme. Pension contributions will be dependent on annual pay and will range from 5.5% to 12.5% of your gross salary. Further details can be found on the LGPS website.
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Free car parking

- Free car parking is available at the Civic Centre and outlying centres.
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Interest free season ticket loan

- You are eligible for an interest free, season ticket loan to help you manage the public transport costs of travelling to and from work.
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Annual leave

- In addition to Public Holidays your basic annual leave entitlement is 35 days.
- The leave year runs from 1 April to 31 March. You can choose to carry over a maximum of five days annual leave into the following leave year.
- We also offer a discretionary day's leave on your birthday.
- We are closed between Christmas and New Year – no annual leave required.
- You will have the opportunity to 'buy' up to 10 additional days' annual leave each year, subject to certain conditions.

Before you join us...

All appointments to the council will be subject to:

- Medical clearance by our occupational health provider
- Receipt of at least 2 references acceptable to us (including all employment references for the last 3 years)
- Seeing evidence of your qualifications where they are essential to the post
- Confirmation of your right to work in the UK
- BPSS check (ie proof of identity, 3-year history, nationality, immigration status, declaration of criminal record status)

...and after your job is confirmed

- You will be required to serve a probationary period of between 6 and 12 months.
- On completion of the above, you will participate in our performance appraisal process where you and your manager will jointly review your work performance and your development needs on an ongoing basis.

Do you want to make your mark?

Whichever way you look at it, Elmbridge Borough Council is an interesting and exciting place to be.

We are a progressive organisation with ambitious plans to deliver some exciting projects.

We have robust corporate and financial management practices in place to support our highly performing services. But we are not complacent and know that there are challenges ahead.

We would like you to be part of our team to make things happen; to help us make Elmbridge