

Role Profile

Job Title:	Strategy Officer
Location:	Colindale
Department:	Strategy and Community Participation
Directorate:	Strategy and Innovation
Grade:	J
Type of Working:	Hybrid working
Reports to:	Strategy Manager

1. Job Purpose:

- Supporting the cross cutting strategic vision of the council through delivery of council priorities and corporate plan through the development of cross-cutting corporate strategy and policy. This includes clearly communicating complex information, including through utilising a range of information sources, from quantitative and qualitative research to service information as well as stakeholder management.
- Taking forward high-profile projects and policy development as directed and ensuring that they are outcomes focused.
- Supporting a diverse range of projects, working closely with service area leads across the council to support the development of plans, strategies and policy documents.

2. Key accountabilities:

- Supporting the Strategy Managers in delivering high-profile corporate projects and the development and implementation of cross-cutting corporate policy.
- Taking forward key outputs and objectives from corporate strategy projects as required.
- Managing discreet projects within wider strategy programmes.
- Working with colleagues across the organisation to support the development of strategic plans, cross-cutting policy and service changes that are informed by qualitative and quantitative research and service information.
- Responsibility for performance management within the Strategy team, monitoring KPIs in the corporate performance plan, updating risk registers and providing reports to appropriate audiences. This includes supporting evaluation of our strategic plans.
- Providing support to strategic partnerships, boards and other multi-agency networks
- Write clear and engaging reports on assigned areas for senior leaders in the council including Cabinet and Council Management Team (CMT).

This role will also:

- Provide a responsive and flexible approach to emerging priority work to support the Chief Executive and Deputy Chief Executive office
- Undertake research and evaluation and to provide policy briefings across a broad range of subject matter affecting local government
- Develop relationships with think tanks and other authorities to identify how new approaches to policy development and delivery could improve Barnet, leading the development of local pilots where appropriate.
- This role will work with the Communications Team to develop internal and external marketing and communications campaigns and materials, such as presentations to support Chief Executive All Staff Briefings, Leader briefings.
- Work closely with colleagues in Community Participation and Engagement to ensure strategy is informed by resident insight.
- The role is complex, challenging and outward facing, working across teams internally, with Councillors, central government, local partners and resident groups.
- The post holder will thrive in a fast paced and busy environment, able to work on multiple projects concurrently

3. Financial Responsibilities:

None.

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Educated to degree level, or equivalent experience	Essential	Application
Experience & Knowledge		
Experience of working on development of cross-cutting policy and corporate strategy	Essential	Application/Interview
Strong project management skills and experience.	Essential	Application/Interview
Knowledge, experience and understanding of undertaking research and evaluation and based on this delivering highly valued and relevant reports and recommendations. This refers to quantitative and qualitative research as well as experience of consultation and engagement or other user involvement in designing services or informing policy.	Essential	Application/Interview
Knowledge and understanding of the statutory, regulatory, policy, strategic and service delivery framework in which local government operates.	Essential	Application/Interview
Knowledge, experience and understanding of using data and its analysis for the benefit of the business, including experience of monitoring performance and evaluating outcomes	Essential	Application/Interview
Experience of building relationships and working successfully with senior leaders	Desirable	Application/Interview

Skill & Ability		
Ability to translate, distil and articulate complex policy / information, including data, to a variety of audiences inside and outside of the council.	Essential	Application/Interview
Excellent verbal and written communications skills	Essential	Application/Interview
Excellent project management and organisational skills, with an ability to concurrently manage multiple projects to deadlines	Essential	Application/Interview
Ability to work under own initiative, taking responsibility and ownership for solving problems	Essential	Application/Interview
Ability to develop strong working relationships and gain confidence and trust from senior officers, members and other stakeholders in a range of external organisations	Essential	Application/Interview
High levels of political sensitivity and excellent judgement	Essential	Application/Interview
The ability to develop networks and work with partners across the public, private and voluntary sectors as well as the community and residents.	Essential	Application/Interview
Ability to analyse and interpret information, including data as well as qualitative information, and translate into practical actions	Essential	Application/Interview
Values & Behaviours (only include those that are relevant to the role, must have at least 1 behaviour per value)		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Desirable	Application/Interview

Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview