

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Head of Policy and Partnerships
DIRECTORATE	BSD
DEPARTMENT	Finance and Business Improvement
RESPONSIBLE TO	Chief Operating Officer
GRADE	Service Manager

1. MAIN PURPOSE OF JOB / KEY ACCOUNTABILITIES

Lead the strategic development and implementation of policies and initiatives that drive Medway Council's mission to deliver high-quality public services and sustainable community development.

Manage and lead the Policy and Partnerships Team to provide high-quality analysis, advice, and recommendations across various policy areas.

Formulate, implement, and review the Council's strategic policy framework to support local government priorities, economic growth, and social well-being.

Provide expert advice to senior leadership on emerging trends, policy issues, and long-term strategic planning.

Develop and maintain relationships with stakeholders to support partnership activity and ensure effective delivery of strategy and policy objectives.

Drive innovation by identifying new opportunities and best practices in policy development and public sector governance.

Ensure policies align with national legislation, local government standards, and the Council's objectives and through an equality, diversity and inclusion lens.

Monitor and evaluate the impact of policies, adjusting strategies as needed to meet evolving community needs and legislative changes.

Represent Medway Council at public meetings, consultations, and strategic forums, articulating policy positions and building consensus.

Ensure all policy initiatives are developed with a clear understanding of risk, governance, and accountability requirements.

Oversee the preparation and presentation of reports, ensuring timely updates on policy and strategy progress to senior leadership and elected members.

2. KEY CORPORATE ACCOUNTABILITIES

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

3. PERSON SPECIFICATION

Qualifications

Essential

- Qualified to degree level (or equivalent relevant workplace experience) in a relevant discipline
- Extensive experience of leading a multi-disciplinary team
- Track record of policy development and partnership working

Desirable

- Professional qualification in a relevant subject and/or considerable relevant experience.

Knowledge

- Understanding of policy-making processes, including research, analysis, and implementation
- Understanding of public administration principles and practices
- Knowledge of government structures, functions, and processes
- Knowledge of strategic planning methodologies and tools
- Understanding of political processes and major policy issues
- Familiarity with local, regional, and national legislation affecting policy areas
- Insight into economic and social issues impacting local communities
- An understanding of stakeholder management

Skills

- Ability to lead and manage multidisciplinary teams effectively
- Strong verbal and written communication skills to articulate policy positions and negotiate partnerships and present effectively
- Proficiency in analysing and interpreting data to inform policy decisions and measure outcomes and effectiveness
- Strong negotiation skills to resolve conflicts and build consensus.
- Mediation skills to facilitate discussions between diverse stakeholders
- Ability to build and maintain strong relationships with partners and stakeholders
- Ability to think creatively and develop innovative policy solutions with an openness to new ideas and approaches.
- Demonstrated ability to plan, implement, and report on strategic projects

Experience

- Experience and successful track record in leading, managing and empowering staff to research, develop and implement policy and strategy within a large organisation.
- Proven experience and ability to synthesise research findings into actionable policy recommendations
- Proven track record in developing and successfully managing strategic partnerships at a senior level within a large organisation.
- Experience in managing organisational policy functions, think tanks, or research institutions
- Experience in leading community engagement initiatives and multi-agency projects

4. LEADERSHIP COMPETENCES

Strategic vision

Demonstratable ability to contribute to the ongoing development and achievement of the strategic vision for the Council's services.

Organisational insight

Can demonstrate an extensive understanding of the service, its activities and policies and the market/external comparators for it.

Ability to inform and engage with elected members.

Inspirational leadership

Shows strong leadership, promoting equality and integrity.

Encourages creativity, innovation and improvement

Influences decision makers to facilitate progress and achievement of objectives

Provides leadership on the identification of the future trends (e.g. technical market, industrial, social economic, legislative) to support the development of policies and partnerships.

Stakeholder management

Builds sound, productive working relationships with colleagues, partners and employees.

Seeks opportunities for partnership working that will benefit the service area

Communicates clearly both orally and in writing, adapting style to suit different needs.

Can influence decision makers to facilitate progress and achievement of objectives.

Service effectiveness

Develops resource plans to meet service requirements drawing up realistic budgets and using information effectively.

Manages policy development, assessing and dealing with risks.

Develops a strong service culture, developing, managing and measuring service plan objectives.

Leading change

Is proactive in instigating change.

Makes decisions and solves problems and solves problems within limits of authority, to enable progress.

Embeds change, supporting wider council initiatives.

Team engagement

Ensure that individuals and teams have targets/objectives and development plans, linked to service goals.

Builds a motivated, engaged team.