

JOB DESCRIPTION

Job title:	Director: Policy, Strategy and Partnerships
Level:	1
Managed by:	Executive Director: Resources
Responsible for:	Allocated Heads of Service
Accountable for:	City Plan/ Strategic Partnerships/ WECA Lead Corporate Equalities Corporate Strategy External Communications and Consultation Insight, Performance and Intelligence International Affairs Policy and Public Affairs

Purpose of the job

To support the Executive Director in delivering an operational strategy that meets the future needs of the city, working in collaboration with external agencies and partners to achieve an inclusive economy and a vibrant community in which opportunity and success is shared.

Work collaboratively with peers on all strategic matters in relation to Policy and Strategy to deliver the strategy; encouraging a collaborative organisational culture focused upon improvement and high performance.

To lead a diverse range of services to achieve successful outcomes for the City and the Council, inspiring others to give of their best.

Job specific outcomes
<ul style="list-style-type: none"> Responsible for delivering, iterating and providing assurance of delivery against overarching strategies that meet the current and future needs of the City, working in collaboration with external agencies and partners to achieve a City of hope in which opportunity and success is shared.
<ul style="list-style-type: none"> Develop and lead the public affairs approach to build effective relationships and support for Bristol at local, regional and national and international level from national Governments, key think tanks and statutory regulators.
<ul style="list-style-type: none"> Develop the overarching strategic framework for the Council including the Corporate Strategy, business and service plans, along with other Council and citywide strategies.
<ul style="list-style-type: none"> Lead the development of an organisation-wide performance framework that drives successful outcomes for residents and provides a transparent approach to driving successful performance across the Council.
<ul style="list-style-type: none"> Lead the management and stewardship of the Council's reputation and ensure it provides high quality, trust-worthy and accurate external communications which develop trust and champion engagement.
<ul style="list-style-type: none"> Support and challenge senior managers in collecting, analysing and sharing information and insight to ensure evidence-based decision making throughout the organisation, city and region. Modelling demands and changes to demographics to enable informed choices to be made.

Core job outcomes
<ul style="list-style-type: none"> Work collaboratively with Executive Directors and Directors in the development and delivery of the Council's strategic objectives.
<ul style="list-style-type: none"> Lead on the delivery of the One City Plan, working with colleagues, partners and stakeholders to ensure its implementation.
<ul style="list-style-type: none"> Lead on strategy development, policy planning and policy formulation within the professional disciplines covered by this role.

- Provide strong and inspirational leadership, promoting a culture of high performance, continuous improvement, innovation and customer focus.

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- Responsible for significant delegated financial budgets and resources ensuring that they are allocated effectively for the delivery of high quality services, in a manner that demonstrates value for money and compliance with relevant policies and guidelines.
- Develop long-term, mutually-beneficial relationships with key partners to successfully deliver the key outcomes of the One City Plan.
- Enable a high-performing, diverse, inclusive and engaged workforce to deliver the Council's strategic plans. Support and challenge directors in developing, sourcing and deploying talent whilst promoting health and safety, and employee wellbeing.
- Accountable for embedding a performance management approach that underpins effective operational performance.
- Lead and demonstrate personal commitment to an inclusive and respectful culture in which colleagues act with integrity at all times.
- Ensure that the Council operates within constitutional, legal and regulatory requirements.
- Act as a positive ambassador for Bristol and the Council promoting an excellent reputation locally, regionally and nationally.

Corporate accountabilities

Leadership qualities

These are the attributes that we most need from our senior leaders in order to achieve our vision. Leadership Qualities identify how I go about the work of a leader:

- Integrity
- Connected
- Empowering
- Visionary

Leadership behaviours

Set expectation of how managers lead their teams and service and for senior leaders to adopt and role model:

- Solving problems effectively
- Operating with a strong results orientation
- Supporting others
- Seeking different perspectives

Organisational values

Role model and live the values in everything you do and celebrate successes through others:

- Ownership – we take personal accountability
- Collaborate – we come together to find the answers
- Dedicated – we strive to make a difference
- Respect – we value everyone
- Curious – we ask questions and explore possibilities

Volunteering

To volunteer three days per year to support a local initiative that contributes to improved outcomes for Bristol as a City and its residents.

PERSON SPECIFICATION

Essential (must have)
<ul style="list-style-type: none"> Proven track record of consistent and demonstrable leadership within an organisation of comparable scope and complexity.
<ul style="list-style-type: none"> Demonstrate experience of working in a senior role in a highly sensitive political environment and evidence of the ability to challenge and negotiate with a wide range of stakeholders.
<ul style="list-style-type: none"> Demonstrate a proactive, credible and authoritative voice on behalf of the City at a national, regional and local level with evidence of successful lobbying of influential stakeholders.
<ul style="list-style-type: none"> Evidence of building and developing strategic relationships, influencing and negotiating with a wide range of stakeholders and partners to achieve outcomes.
<ul style="list-style-type: none"> Highly visible and inspirational leadership skills with experience of operating at a senior leadership level with stakeholders, and of inspiring colleagues to give of their best.
<ul style="list-style-type: none"> Demonstrable experience of strategy development, planning and policy formulation within the professional disciplines covered by this role.
<ul style="list-style-type: none"> Ability to build and develop strategic partnership relationships, influencing and negotiating with a wide range of stakeholders and partners to achieve outcomes.
<ul style="list-style-type: none"> Experience of leading diverse activities across multiple service areas within agreed budgets to meet agreed targets and strategic objectives.

- Knowledge and understanding of the challenges that Cities like Bristol face and the requirement to develop and engage with partners for the benefit of the City.
- Experience of developing and sustaining a culture that meets the needs of and engages with partners, customers and staff within an inclusive, open and high-performing environment.
- Demonstrable track record of leading, motivating and managing teams to achieve high performing and significant, sustainable service improvements and outstanding results, through internal and external partnerships.
- Demonstrable evidence of applying creative and business like approaches to managing demand for services to deliver cost effective and efficient outcomes.
- Demonstrate the capability and capacity for critical thinking and ability to apply this insight in a practical and engaging manner.
- Qualified to degree level or equivalent qualification or experience.