**Job Description**

**Head of Corporate Policy, Sustainability and Inclusion**

**Grade** BCP Grade P

**Directorate** Marketing, Communications and Policy

**Reports to** Director of Policy, Marketing and Communications

**Responsible for** Corporate Policy, Climate Team

**Number of posts** 4 direct reports, managing 4 teams

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** designing, leading and developing a central policy service incorporating the sustainability policy team with the corporate policy team, covering all aspects of significant policy and placing sustainability and inclusion at the heart of the council.

**Job Overview**

This role leads the strategic direction of the Council, designing and delivering a suitable strategic framework built on strong evidence and insight that puts Climate and Inclusion at its heart. It is responsible for creating an articulate and achievable corporate strategy underpinned by sound policies in line with the Council’s ambitions.

This role leads a multi-disciplinary team of experts across policy, climate, equality and diversity to provide strategic direction, stakeholder management and policy development for Directors, the Chief Executive and elected members..

Proactive stakeholder management is key, and this role will work with the Chief Executive, Corporate Management Board, Leader and Cabinet, to set policy and drive the climate and inclusion agendas, ensuring the council’s plans meet political priorities while delivering statutory requirements and strategic intentions.

It will lead the production and development of the council’s key policy and strategy framework; articulating its approach to public services now and as they evolve in the longer term ensuring it is rooted in the best local, regional, and national practice, whilst remaining authentic to BCP Council’s values and priorities.

The role is responsible for the council’s response to the climate and environment emergency and inclusion and diversity. As such, this role provides a unique opportunity to fully integrate these across the council’s policies and services.

## Key Responsibilities

* Provide dynamic leadership, strategic direction, and effective management to lead the delivery of the Council’s Policy, Sustainability and Inclusion service
* Lead the development and delivery of a strategic business plan which maximises the service impact against the Council’s priorities, values and future plans.
* Lead the development and delivery of the Council’s vision and strategic direction via the Corporate Plan and policy framework; ensuring sustainability and inclusion are at the heart of both and translating strategy into council-wide performance goals and strong outcomes
* Be responsible for the Council’s climate emergency response providing strategic direction and leadership, operational management and financial control
* Initiate, lead and successfully deliver multiple major projects, each with a clear purpose, scope, outcome and communications, to make the council, it’s partners and the area a leader in the sustainability arena
* Be responsible for the Council’s equality and diversity ambitions, providing strategic direction and leadership
* Work proactively with leaders and members across all directorates and services to provide insight, support, challenge and resources to create an aspirational Corporate Plan, climate response and equality and diversity strategy
* Seek and develop a broad range of internal and external partners and stakeholders to take a collaborative approach and overcome barriers to achieve collective outcomes.
* Keep continually updated with all new government legislation and sector best practice to implement both service and council-wide changes when required to ensure compliance
* Instil a council-wide culture of measurement and data-led decision-making to ensure policies are fit for purpose, impactful and measurable
* Anticipate emerging risks and opportunities; leading the team to respond appropriately and creatively to influence activity and long-term activity.
* Provide insight, advice and challenge alongside peers as part of the directorate’s senior leadership team
* Empower team members to use their full range of skills in the context of the whole team so that individuals understand each other’s part in service-wide objectives
* Coach team managers to deliver performance management best practice to create a positive culture where individuals can fulfil their potential and develop professionally.
* Manage the allocated budget effectively and flexibly to deliver service objectives and in line with the council’s finance policies – monitoring spend, risks and opportunities and reforecasting regularly.
* May enter into negotiations and act on behalf of the Council
* Be a role model for the Council’s values and behaviours, addressing poor behaviour swiftly and encouraging others to do the same

## Specific Qualifications and Experience

* Educated to degree level (or equivalent experience) in a related field
* Advanced relevant professional qualification or equivalent experience, with evidence of continuous professional development and understanding of industry best practice
* Deep specialist knowledge of a range of disciplines
* Experience of guiding, developing and setting organisation-wide policy and corporate plans
* Experience of leading a multi-disciplinary team in complex roles and establishing a high-performance culture using best-practice people management tools and techniques
* Knowledge of, and experience working with, a range of sectors across local government
* Thorough knowledge of project management gained through extensive experience
* Experience of effective change and stakeholder management
* Experience of the work practices, processes and procedures relevant to own area of work, including sustainability, climate action and policy
* Experience of providing complexadvice to senior leaders on a range of issues
* Demonstrable experience of setting strategy and translating this into deliverable outcomes

## Personal Qualities & Attributes

* Able to make evidence-based and outcome focussed decisions that will have a major impact on council policy and activity, using proactive risk management to ensure the quality of the service is maintained.
* Able to assemble complex evidence and information to provide challenge and insight in areas where you may not always be the expert.
* Ability to set clear team objectives and priorities linked to the corporate strategy
* Able to build, lead, inspire and motivate a diverse team
* Able to establish professional relationships across a broad range of internal and external stakeholders to develop shared approaches with colleagues and enable joined-up planning and shared values and objectives
* Able to critically assess demand, delegate appropriate resource and deliver constructive challenge diplomatically
* Inspire professional curiosity, innovation and continuous improvement
* Appreciate diversity in both customers and colleagues and consider their specific needs
* Ability to manage conflicting and competing priorities effectively, with resilience, to keep management performance on track during periods of uncertainty and change