

<b>Job Title</b>	Senior Specialist		
<b>Service</b>	Corporate Services		
<b>Team</b>	Various	<b>Location</b>	Shute End/Smart Working
<b>Reports to</b>	Category Manager or Lead Specialist		<b>Grade</b> 11

This job description sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

### Summary of Role

- To provide specialist strategy and commissioning leadership, project management and advice as required
- To support the operational and functional management in Strategy and Commissioning including the distribution of resources to meet customer and organisational needs.

### Key Accountabilities

#### Service Delivery Accountabilities

- Use technical expertise and up to date knowledge of the external market to suggest improvements, inform senior level decision-making and play a proactive role in ensuring the achievement of Wokingham's strategic priorities.
- Scan the environment for developments in legislation and best practice relevant to professional area, and develop proposals for organisational improvement as appropriate to level.
- Working collaboratively across the organisation and to the leadership of the Category Manager to undertake intelligence gathering; developing, commissioning and analysing an evidence base; horizon scanning to inform strategy and policy development; market shaping; service design and commissioning; procurement; budget and strategic and/or operational contract management; quality assurance and performance review as required within the category areas
- Having a deep understanding of the specialist areas/categories. This may include leading the development of the Council's specialist approach
- Lead the development and implementation of business systems, processes and policies in order to ensure they are in line with strategic business objectives and contributing to continuous improvement in service delivery.
- Applying specialist knowledge to support and lead projects, and contributing to the development of corporate policy, strategy and plans including responding to legislative and guidance changes.

- Monitor and report on performance in the area of responsibility, identifying areas of concern and taking remedial actions where necessary.
- Solving problems and managing complex strategy development, taking the most complex decisions, applying greatest discretion and judgement in relation to the policy guidelines.
- Ensuring effective stakeholder management, developing, managing and supporting external partnerships/relations, and working with key internal stakeholders to ensure a responsive and proactive delivery of the service that delivers the Council's outcomes and meets customer needs

### Leadership Accountabilities

- Lead, motivate and develop a specialist service in line with service requirements, to achieve consistently high employee engagement and performance, ensuring the provision of professional services that meet customer needs
- Acting as member of corporate or community project teams - providing specialist advice and input
- Contributing to strategy, performance and quality control, and service and financial planning for specialist area(s)
- Working collaboratively with colleagues across the organisation, Members and managing key relationships e.g. with members, partners, other stakeholders
- Assisting the development of the community of practice across the organisation including mentoring staff in order to improve delivery of the specialism and support career development.
- Where applicable to fulfil the health and safety responsibilities of the Building Manager.

### **Additional Corporate Responsibilities** as well as supporting and developing others within specialist area.

1	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
2	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of, and positive commitment to, equality in both service delivery and employment practices.
3	<b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
4	<b>Special Factors:</b> These will vary from role to role as defined within the individual contracts of employment.
5	<b>Behaviour:</b> Works within the Council's "competency framework" and adheres to the Code of Conduct

Competencies Required in Role – Grade 11				
Core Competencies	Foundation	Proficient	High Achiever	Role Model
21 <sup>st</sup> Century Public Servant			✓	
Personal Responsibility			✓	
Professionalism & Know How			✓	
Working together			✓	
Leadership Competencies			High Achiever	Role Model
Setting Direction			✓	
Leading People			✓	
Delivering Results			✓	
Person Specification				
Focus on describing the qualifications, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat competency requirements or corporate responsibilities.				
Qualifications				
Essential		Desirable		
<ul style="list-style-type: none"> <li>Degree-level, equivalent relevant professional qualifications or expertise</li> <li>Evidence of continuous personal and professional development</li> </ul>		<ul style="list-style-type: none"> <li>Management qualification or working towards</li> <li>Membership of relevant professional body</li> </ul>		
Technical Skills				
Essential		Desirable		
<ul style="list-style-type: none"> <li>Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel</li> <li>Well-developed written and verbal communication skills</li> <li>Able to develop, lead and deliver effective strategies/projects</li> <li>Presentation skills, able to engage an audience</li> <li>Effective strategy and report writing skills, able to make recommendations for decision making</li> </ul>				
<ul style="list-style-type: none"> <li>Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification</li> <li>Ability to interrogate &amp; analyse data &amp; information</li> </ul>				
<ul style="list-style-type: none"> <li>Able to operate effectively in large, complex and political organisations</li> </ul>				

<ul style="list-style-type: none"> <li>• Excellent negotiating and influencing skills, able to apply these across all areas of the council and with stakeholders/partners'</li> </ul>	
Knowledge & Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Substantial experience in managing commissioning activities overseeing all elements of the commissioning cycle</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of championing own ideas and obtaining commitment to allow them to be delivered</li> </ul>
<ul style="list-style-type: none"> <li>• Robust knowledge and experience of the Category areas, and working in a political environment, with understanding of the issues for local authorities and service users</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of leading commissioning teams and/or relevant projects to achieve strategic goals and service improvements with evidence of success in achieving targets and managing performance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of effectively leading a group of professional staff</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of successfully resolving complex cases that require an element of judgement</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of identifying, developing and delivering opportunities for improving the service</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of developing and implementing policies and strategies</li> </ul>	