

## Job Description and Person Specification

<b>Job title:</b>	Principal Policy Officer (Scrutiny Health)
<b>Directorate:</b>	Resources
<b>Department:</b>	Strategy & Governance
<b>Team:</b>	Democratic Services Team
<b>Post number:</b>	
<b>Salary grade:</b>	Grade J
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Democratic Services Manager
<b>Supervises:</b>	n/a

### Job Purpose

To ensure the efficient and effective administration of the Council's Scrutiny Commission and Committees, Executive, Operations Board, Corporate Board and Health and Wellbeing Board meetings.

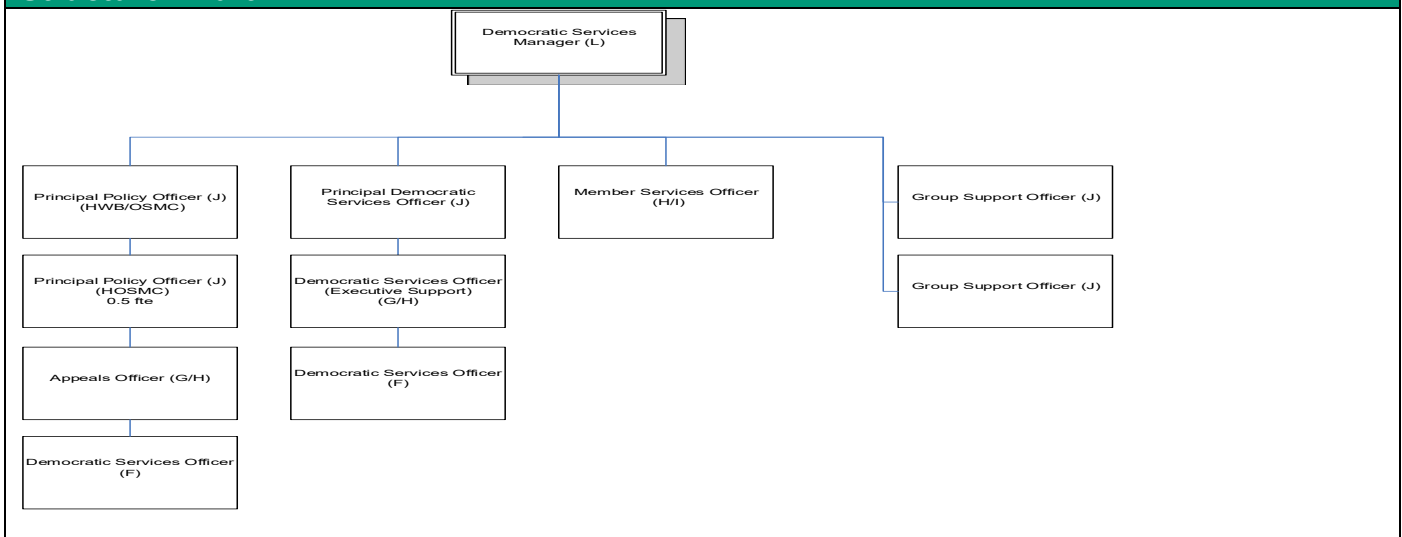
To be responsible for effectively managing the agenda planning and the management and delivery of the Council's Strategic Forward Plan.

To be responsible for providing advice to Members to ensure that they operate effectively and adhere to the Constitution and act within the Statutory Code of Conduct.

To work closely with Members, Portfolio Holders, Corporate Board, Operations Board, the Scrutiny Commission and Committees, and Service Units to meet locally and nationally set democratic support and community involvement objectives.

To support the Health and Wellbeing agenda.

### Structure Chart



## Main Duties and Responsibilities

### Service Management

To assist the Democratic Services Manager in providing strong and effective management of the service area through

- Promoting the Council's Corporate Values and ensuring the Council's Vision, Values and Objectives are achieved by providing a clear sense of purpose and direction within the team.
- Participating in corporate projects and initiatives, as required (including peer reviews, 2036 Vision etc.).
- Building positive working relationships with Council Members and assisting them in the performance of their duties at service and ward level. In particular, to act as lead officer in supporting Members of the Overview and Scrutiny Management Commission in carrying out scrutiny reviews (this work will require the PPO to undertake research, provide information and advice to members of the Commission and Task Groups and draft the final report and recommendations).
- Promoting good external relations, and promoting the interests of the Council, by, for example, representing the Council at regional and local levels.
- Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council. To mainstream equality within all the activities of the Performance, Research and Risk team and contributing to the Legal and Strategic Support service area Equality Impact Assessments.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

### Specific Job Responsibilities

- To be responsible for supporting the work of the Council's Scrutiny Committees.
- To be responsible for supporting the effective operation of the Scrutiny Committees, assisting with the Forward Plan and drafting Reports for consideration where required.
- To be responsible for supporting the work of the Health and Wellbeing Board and associated sub-partnerships.
- To be responsible for assisting the development of plans and strategies covering a four year period that supports the work of the Health and Wellbeing Board.
- To be responsible for supporting partnership based workshops and hot topic sessions that explore and seek appropriate solutions to issues raised.
- To be accountable to the Democratic Services Manager.
- To be responsible for managing the democratic process of the Executive and associated bodies including Corporate Board, Operations Board, Overview and Scrutiny Management Commission, Executive and Council – this includes production of agendas, attendance at meetings, production of minutes and following up of actions arising from meetings.
- To be responsible for monitoring and tracking the implementation of Executive decisions and maintaining the Strategic Forward Plan over a period of one/two years.
- To work closely with the Leader of the Council, Members of the Executive, Overview and Scrutiny Management Commission and Corporate Board to ensure that the business of the Council and the Executive both at a strategic and operational level is transacted efficiently and effectively.

### Main Duties and Responsibilities

- To provide probity advice and information as required to the Leader of the Council, Portfolio Holders, Members and Officers.
- To be responsible for supporting meetings of the Council including Planning Committees, Licensing Committees, Overview and Scrutiny Management Commission and other informal Task Groups and Boards.

### Scope (impact on/control of resources, people, money etc)

**Impact:** Frequent contact with elected Members and key agency partners, in particular the Executive and the Chairpersons of Committees, Corporate Board and Operations Board.

**Decisions:** Postholder is expected to work with limited supervision and must be able to work in a flexible manner to ensure that changing priorities are addressed. The postholder might be required to develop plans and strategies which set out the general direction of the Council, individual services or partnerships over a 3 to 5 year time frame.

This is a politically restricted post.

Person Specification	Essential/ Desirable	Internal Use Only
<b>Qualifications</b>		
Degree level or equivalent level of experience and expertise.	E	1
Post-graduate management qualification or equivalent.	D	1
Training in statistical analysis, research, performance and quality management.	D	2
<b>Experience</b>		
Experience of project management.	E	1
At least 3 years' experience of democratic support and administrative work in a corporate or service context.	E	2
<b>Knowledge and understanding</b>		
High intellectual capacity with the ability to challenge and innovate.	E	1
Very sharp political awareness.	E	2
Sound understanding of processes for policy and/or democratic/community support, preparation and implementation	E	3
Capacity to facilitate community/public meetings and write and present reports.	E	4
Excellent communication skills (both oral and written)	E	5
Good understanding of all the services provided by a unitary authority.	D	1
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information.	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc).	E	2
Ability to provide direction to the Team.	E	3
Ability to promote equality and opportunity.	E	4
Ability to facilitate change.	E	5
Ability to develop productive working relationships with colleagues and stakeholders.	E	6
Ability to manage the team and provide learning opportunities for employees.	E	7
Ability to use resources effectively.	E	8

Ability to achieve results.	E	9
<b>Work-related personal qualities</b>		
Leadership.	E	1
Creativity and innovation.	E	2
Ability to work on own initiative without supervision and be proactive in tackling issues without supervision.	E	3
Ability and credibility to represent the Council to external organisations.	E	4
Ability to work very flexibly balancing a large number of competing work demands at any one time.	E	5
Able to work effectively both within a team and independently.	E	6
Ability to develop effective and productive working relationships with Members and officers at all levels in the organization and with external partners.	E	7
<b>Other work-related requirements</b>		
Ability to attend evening meetings.	E	1
Full driving license.	D	2
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	2
Politically restricted post.	Yes	n/a
DBS Check?	No	n/a