



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Policy and Scrutiny Manager</b>
<b>Grade:</b>	MGB
<b>Division/ Section:</b>	Policy, Strategy and Partnerships Team
<b>Location:</b>	Merton Civic Centre
<b>Responsible to:</b>	Head of Policy, Strategy and Partnerships
<b>Responsible for:</b>	2x Policy, Strategy and Partnerships Officers, Assistant Policy Officer, 2x Scrutiny Officers and PSP Administrator
<b>Post number:</b>	TBC (FTC – 1 year)
<b>Date:</b>	July 2020

## MAIN PURPOSE

- To lead on the development of strategic priorities and plans for the council that translate the organisation's objectives into delivery.
- To lead on the council's approach to strategic partnerships and identifying priorities for partnership working; developing partnership plans and projects that contribute to the council's strategic priorities.
- To lead on the development of specific strategies and policies as requested by CMT that translate intent into action based on rigorous analysis of the evidence and evaluation of best practice to ensure the optimum result in terms of effectiveness and efficiency.
- To lead on the management of the scrutiny function and deliver a scrutiny function that is maximising the contribution of scrutiny to the development of policies linked to the council's strategic priorities.
- To deliver high quality policy advice and support to the Corporate Management Team, Cabinet and councillors that will facilitate the drive for continuous improvement and strong community leadership.
- To manage the policy and scrutiny teams to effectively deliver these objectives.

## **MAIN DUTIES AND RESPONSIBILITIES**

### Professional

- To manage the council's strategic framework to ensure that key strategic plans and policies contribute to achieving the council's strategic aims.
- To lead on the development of corporate policies and plans, including leading on major strategies as directed by the senior management team.
- To lead, manage and develop the Overview and Scrutiny function in accordance with council policies and procedures, legislative and regulatory requirements, and the latest thinking in terms of best practice.
- To develop and project manage strategic plans from conception through to implementation and ensure that these are evidence based and rigorously evaluated to ensure optimum results.
- To develop creative approaches to the development and delivery of strategic partnerships, in particular the development and delivery of the Community Plan.
- To co-ordinate key activities across the Council related to strategic partnerships, ensuring they reflect good practice and local experience.
- To work with partners to develop and strengthen networks, planning and delivery of strategic partnerships and activities.
- To develop the council's approach to scrutiny to ensure that it is maximising its contribution to policy development linked to the strategic priorities of the council.
- To hold the statutory responsibility for the scrutiny function in accordance with the Local Democracy, Housing and Construction Act 2009 and to ensure high quality leadership, advice and support to Members, officers, partners and residents in order to deliver and champion an effective scrutiny function.
- To provide policy and project management support to the Corporate Management Team, Cabinet and Overview and Scrutiny in delivering their work programme, including the researching and drafting of briefing papers and reports.
- Advising and supporting as appropriate, local diversity and community cohesion networks and steering groups.
- To contribute to the development and implementation of the Policy, Strategy and Partnerships Team Service Plan, the relevant elements of the Departmental Service plan and any other corporate planning activities.

### Managerial

- To lead, manage and develop the Policy and Scrutiny team in accordance with council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer-focussed services as listed above.
- To manage the team ensuring that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities are carried out in accordance with council policy.

- To lead on partnership activity, particularly in relation to the borough's Community Plan and the Council's Business Plan.
- To establish and maintain collaborative relationships and positive dialogue with officers, Members, partners and other external organisations in order to drive forward the corporate agenda.
- To develop, promote and sustain a range of mechanisms to support participation by local communities, the third sector and partner agencies in scrutiny activity and provide advice on their participation.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Head of Service, Assistant Director or Director.

**LONDON BOROUGH OF MERTON  
CORPORATE SERVICES DEPARTMENT  
PERSON SPECIFICATION**

**POST TITLE: Policy and Scrutiny Manager**

**Grade: MGB**

**Date: July 2020**

## **Qualifications and Experience**

### Professional and post specific requirements

- Substantial experience of policy development in a public sector or similar organisation.
- Experience of the scrutiny function of a local authority.
- Experience of working closely with and advising senior managers and Members.
- Experience of working with local communities and/or partner agencies.
- Experience of project managing large and complex projects involving multiple stakeholders.
- Experience of proactively managing a complex and varied workload.
- Experience of drafting and presenting strategic reports on complex issues at corporate management and member level.

### Management requirements

- Experience of staff management.
- Experience of providing advice to and ability to influence a senior audience.
- Substantial experience in managing and delivering projects.

## **Skills and Knowledge**

### Professional and post specific requirements

- Excellent strategic planning and analytical skills to understand complex issues and develop appropriate strategic plans and policies that deliver the outcomes required;
- Ability to draft, develop and implement strategic frameworks and policies.

- Ability to work at the highest level with key stakeholder, internal and external, to develop cross-cutting strategies and plans.
- Well-developed interpersonal and negotiating skills and the ability to create coalitions of organisations and individuals united in a common purpose.
- Well-developed project management knowledge and experience.
- Experience and knowledge of managing a team that can deliver results at the highest level and create a supportive and collegiate team ethos to bring the best out of a team of individuals.
- Highest standards of communication skills and an ability to analyse and interpret complex information and communicate this clearly and simply to others.
- Knowledge of the key factors that drive change and achieving organisational improvement.
- Knowledge of the framework for Local Strategic Partnerships and the issues related to community leadership.
- Knowledge and awareness of the issues involved in working within a diverse community.
- Able to support the Councils improvement and change agenda working with officers, Members and partners.

#### Managerial and personal requirements

- Good communication skills, both orally and in writing.
- Good numeracy and analytical skills.
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision.
- Able to provide leadership and vision to officers, members and partners
- Able to draft reports and other communication material clearly and present proposals in an imaginative and interesting way.
- Able to manage competing priorities and achieve tight deadlines.
- Good interpersonal skills with the ability to influence a wide range of people.
- Understanding of the principles of value for money and an ability to apply them in the management of support services.
- Resilient and committed, remaining composed under pressure.
- Understanding of project management and governance principles and techniques and ability to apply them to support service projects.
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team.

- Understanding of the council's priorities and how they relate to the work of the team.
- Ability to be available to attend council premises out of hours to attend committees and in the event of emergencies or urgent management issues.

### **Personal Style and Behaviour**

Please refer to LB Merton's Model of Leadership Behaviours