

Role Profile

Part A - Grade & Structure Information

Job Family Code	10BF	Role Title	Policy and Programme Advisor
Grade	PS10	Reports to (role title)	Head of Economic Infrastructure
		Directorate/School	Partnerships, Prosperity and Growth
JE Band	371-438	Service/Department	Economy and Growth
		Date Role Profile was created	Aug-22

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>The purpose of the role is to create a position for a proactive lead to bring pace and rigor to the 'Economy & Growth' and 'One Surrey Growth Board' programmes of work. The post holder will work across the broad remit of the Economy and Growth team and with wider stakeholders to bring forward a programme of work which supports the growth of Surrey's economy and the support SCC's drive to "grow a sustainable economy so everyone can benefit".</p> <p>The post holder will hold responsibility for the overall work programme and will embed themselves across the team's work programme to act as an enabler. The post holder will need to use their own initiative to anticipate need, ensure actions are assigned and addressed, key milestones are achieved, and internal and external stakeholders are kept informed.</p> <ul style="list-style-type: none"> •Own the work programme for the Economy & Growth team and One Surrey Growth Board to ensure new task are recorded, actions are progressed, and milestones are achieved •Operate at a senior level to engage with the senior representatives across the One Surrey Growth Board and support the governance process for a partnership board of this nature •Become fully embedded within the team's programme of work to be able to translate discussion to meaningful tasks and actions to be taken forward across the team, bringing in the right stakeholders. •Work proactively across the team to anticipate need and identify opportunities to link work areas •Undertake research and hold up-to-date knowledge on specific policy areas to support the team, provide advice and translate complex policy documents into briefing notes •Produce outputs which help communicate the role of the team, internally and externally, including updates to the Corporate Leadership Team •Provide support with the organising of events
Work Context	<p>In response to the challenges of the pandemic, SCC has established a new and exciting vision for Surrey's Economic Future to 2030, which builds on Surrey's economic strengths and supports a resilient, productive, and high value economy that contributes to growth across the UK. All the activities delivered by the Economy and Growth team, through the direction set by Surrey's Corporate Objective, to "grow a sustainable economy so everyone can benefit".</p> <p>All workstreams are taken forward in a collaborative way, working with a range of partners across Surrey, including internal and external partners.</p> <p>The role is based at SCC's Woodhatch Office in Reigate, with a mix of home working and in person meetings.</p>
Line management responsibility if applicable	Line management of team Administration Support Officer
Budget responsibility if applicable	No budget responsibility

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Service Delivery</p> <ul style="list-style-type: none"> • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May assist with budget/resource/funding management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none"> • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> • Operate as an individual responsible for the delivery of a high level and complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions. • Proven ability to manage a range of projects through to completion. • Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills.

Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Essential</p> <ul style="list-style-type: none"> •Experience in planning, tracking milestones and monitoring performance for projects or programmes of work •Experience in grasping new subject area; being able to interpret complex information/policy areas and translate into summaries for senior officers •Experience of researching new policy areas and putting forward recommendations for practical application •Ability to work independently and meet tight deadlines •Strong interpersonal and stakeholder engagement skills •Excellent written communication skills •Line management or supervision experience •Local government experience or other similar relevant experience <p>Project or Programme Management qualification is desirable but not essential.</p>
Role Summary	<p>Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.</p>

Reference Number	<p>BM-2022-530</p>
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