



Local London Senior Policy Manager 1-year fixed term (Secondments will be considered) Job Description and Person Specification

October 2022

Introduction

Local London is a sub-regional partnership of nine London local authorities: Barking & Dagenham, Bexley, Bromley, Enfield, Greenwich, Havering, Newham, Redbridge and Waltham Forest. Representing around 2.6 million residents and over 100,000 businesses, we are a champion for this sub-region to ensure it benefits from existing and emerging opportunities.

Local London is working together to achieve inclusive and sustainable economic growth, and opportunities for our residents and businesses to succeed. We want everyone across the sub-region to feel the benefits of growth. Redbridge Council is our accountable body, and Local London staff are employed on Redbridge Council terms and conditions.

Local London manages major programmes on behalf of our 9 member authorities which are worth around £85 million in total. These programmes address issues that are relevant to multiple boroughs and create economies of scale. They have either been devolved to Local London from Government, GLA or the European Union, or allocated to Local London following successful bids.

We have created a new post to strengthen the engagement between Local London, skills providers and businesses as part of the new Local Skills Improvement Plan approach. The focus of this new post initially will be on delivering the sub-regional chapter of the London local Skills Improvement Plan (LSIP) in the first 8 months of the role. However, the post holder would also need to develop other policy positions consistent with the priorities of the Local London Plan.

Local London staff are employed on Redbridge Council terms and conditions. The post is based in Ilford at the LB Redbridge but the postholder will be required to work flexibly, including working primarily from home and travelling to meetings and events across the Local London area and working remotely as required by the demands of the workload.

Job Description

Job Title:	Senior Policy Manager
Department:	Strategy Directorate
Service Area:	Local London
Team:	Local London Programme Team
Post number:	S003770
Grade:	LBR 16 (SCP 47-50 £53,793- £ 57,084)
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36
Base location:	Lynton House, Ilford
Reports to: <i>Job title</i>	Director
Responsible for: <i>Job titles of direct reports</i>	Line management of Data Scientist and Communications Coordinator

<p>Role purpose and role dimensions: <i>Overview of the job</i></p>	<p>This is an exciting time to join Local London. With a new management team we are renewing the way we support our borough members and deliver for our communities. The focus of this new post initially will be on delivering the sub-regional annex of the London local Skills Improvement Plan (LSIP) in the first 8 months of the role. However, the post holder would also need to develop other policy positions consistent with the priorities of the Local London Plan.</p> <p>A Local Skills Improvement Plan (LSIP) will set out a clear articulation of employers' skills needs and the priority changes required in the local area to help ensure post-16 technical education and skills provision is more responsive and flexible in meeting local labour market skills needs.</p> <p>The end product will be a report setting out those key priorities, but the process to develop the report, i.e., bringing together employers and providers to understand skills needs and provision, is as important as the report itself. LSIPs were enshrined in law in the 2022 Skills and Post-16 Education Act.</p> <p>In essence, it's about trying to improve regional and local skills provision and delivery. Our role is to address the problem that business doesn't have access to all the skills it needs because the training system is not providing it.</p> <p>The main duties and responsibilities include:</p> <ul style="list-style-type: none"> • Lead the development of the Local London sub-regional annex of the London LSIP. • Engage with business, education and other relevant stakeholders to ensure stakeholders views are represented in the annex • Manage the development of new data and research to underpin the sub-regional annex of the LSIP • Lead on the development and advocacy of policy positions supporting Local London's strategic objectives, this could include but not limited to transport, careers, employment, inclusion, devolution, digital etc. • Monitor action plans and provide reports on the progress implementing Local London strategy aims. • Assess the implications of central government legislation and policy directives to provide practical recommendations to senior decision makers • Research best practice and innovation across the public sector, promoting new approaches across the sub-region and driving positive change. • Support the development of external partnership relationships and collaboration with the voluntary, community and public sectors. • Develop positive working relationships with Members and provide regular briefings on issues related to the delivery of policy.
<p>Key external contacts: <i>Organisations</i></p>	<ul style="list-style-type: none"> • Business London • Business stakeholders (via the e-business providers) • Local London's Delivery Partners • Borough policy leads • Department for Education • Other government departments, including DWP, DfT, DCMS • Colleagues in other London Sub-Regional Partnerships. • Job centre Plus - JCP • Community groups • Businesses • Elected Members • GLA • London Councils

<p>Key internal contacts: <i>Job titles or groups of staff</i></p>	<ul style="list-style-type: none"> • Local London’s Director • Local London Programme Manager • Local London Head of Programmes • Local London’s Finance Lead • Local London’s Data scientist • Local London’s communications coordinator • Local London’s Programme Teams • LBR staff in relevant departments - such as procurement, legal, finance and data security; • other relevant Strategy and Local London staff.
<p>Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i></p>	<ul style="list-style-type: none"> • Liaise with Local London’s Finance Lead, Director and Head of Programmes to manage the LSIP budget
<p>Key areas for decision making:</p>	<ul style="list-style-type: none"> • Assessing effectiveness and value of alternative policy options and recommendations. • Assessing the appropriateness of proposals to improve skills delivery and achieve the ambitions of Local London members and stakeholders. • Appropriate professional standards of behaviour and judgement in interaction with elected Members, members of the public and colleagues.
<p>Other considerations: <i>E.g. working patterns</i></p>	<ul style="list-style-type: none"> • This post is included on the LB Redbridge’s list of “sensitive” politically restricted posts. This means that the post holder is restricted from engaging in political activities as defined in the Local Government Officers (Political Restrictions) Regulations 1990, unless they apply for and are successful in gaining exemption. If the post holder wishes to apply for exemption they should discuss this with their Chief Officer in the first instance. • The post is based in Ilford at the LB Redbridge but the postholder will be required to work flexibly, including working primarily from home and travelling to meetings and events across the Local London area, attending evening meetings as required, and working remotely as required by the demands of the workload • To undertake any other duties appropriate to this area of work and consistent with the level of the post as may be required from time to time

<p>Key accountabilities and result areas:</p>	<p>Key elements:</p>
<p>Strategy and policy development</p>	<p>This will involve:</p> <ul style="list-style-type: none"> • Leading the development of the Local London sub-regional annex of the London LSIP. • Engaging with business, education and other relevant stakeholders to ensure stakeholders views are represented in the annex • Managing the development of new data and research to underpin the sub-regional annex of the LSIP (to be commissioned externally) • Working with local London data scientist to develop policy content for engagement with Government (London and UK) • Lead on the development of policy positions supporting Local London’s strategic objectives, this could include but not limited to transport, careers, employment, inclusion, devolution, digital etc. • Monitor action plans and provide reports on the progress implementing Local London strategy aims. • Contributing to the Local London Joint Committee, Boards and Officer groups

Evaluating impact of central government legislation and policy direction	<p>This will involve:</p> <ul style="list-style-type: none"> • Assessing the potential impact and implications of government legislation and policy direction and forming recommendations appropriate to the specific circumstances of Redbridge. • Horizon scanning to identify potential opportunities or risks posed by changes in legislation and forming appropriate responses. • Supporting the preparation of reports and briefing documents for management team on relevant policy implications and legislative changes. • Providing research to support the preparation of reports for management team.
Promoting best practice and innovation	<p>This will involve:</p> <ul style="list-style-type: none"> • Seeking innovation and best practice in public policy and service delivery to inform the transformation and improvement programme within Redbridge. • Working within transformation project teams providing strategic advice to shape projects and achieve improvement in service delivery. • Supporting events and staff briefings promoting innovative ways of working and improvement.
Supporting collaborative external partnerships	<p>This will involve:</p> <ul style="list-style-type: none"> • Providing research to support the production of reports and strategy documents to inform decision-making by the council's partnership boards. • Supporting local community sector projects and initiatives with partners to promote collaboration and co-design of services which respond to the needs of local residents improving the quality of life. • Assisting at local partnership events and promoting the impact and outcomes of partnership working.
General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> • Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Local London a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.

Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> • Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> • Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> • Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> • Taking responsibility for continuing self-development and participating in training and development activities. • Participating in the ongoing development, implementation and monitoring of the service plans. • Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> • The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Senior policy coordinator		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Wei ght ing
Minimum education/ qualifications:	Educated to degree level or equivalent	A-I	2
Minimum experience/ knowledge/ skills:	• Experience of forming successful policy proposals and implementing relevant recommendations.	A-I	3
	• Experience of analysing complex information and drawing meaningful conclusions for appropriate action.	A-I	3
	• Experience of participating and contributing to project teams to effect successful change.	A-I	3
	• Experience of successful stakeholder management	A-I	3
	• Knowledge of research techniques and ability to summarise complex information clearly.	A-I	3
	• Understanding of local government.	A-I	3
	• Understanding of skills agenda.	A-I	3
	• Good report-writing and oral communication skills.	A-I	3
	• Ability to prioritise, plan and deliver own work programme within deadlines.	A-I	3
• Ability to understand and interpret numerical data.	A-I	3	
• Ability to work under pressure.	A-I	3	
Minimum behaviours: Customer service	• Strong commitment to delivering excellent services to customers	A-I	3
	• Strong focus on realising benefits	A-I	3
	• Seek continuous improvement to methods of work and personal improvement	A-I	3
	• Gives clear and honest feedback to colleagues and partners and embraces feedback about their own job performance	A-I	3
	• Has a high level of personal 'drive', energy and enthusiasm, able to demonstrate a capacity for sustained effort and performance	A-I	3
Communicating and influencing others and working together	• Able to present complex issues to and communicate effectively with a range of audiences;	A-I	3
	• Able to develop and maintain relationships with politicians and colleagues;	A-I	3
	• Confident communicator	A-I	3
	• Challenge, negotiate and influence senior managers and others where required	A-I	3
	• Display tact, diplomacy and confidentiality in relationships with colleagues.	A-I	3

Analysis and judgement	<ul style="list-style-type: none"> Understand the value of analysis and making difficult decisions under pressure; 	A-I	3
	<ul style="list-style-type: none"> Ability to interpret source information and present it in a way that enables decisions for senior officers 	A-I	3
	<ul style="list-style-type: none"> Ability to collate information from a range of sources and devise a vision for the long term and implement plans to deliver the strategy. 	A-I	3
	<ul style="list-style-type: none"> Has a keen attention to detail and ability to understand complex information in a short period of time. 	A-I	3
	<ul style="list-style-type: none"> Ability to work cross directorate to achieve organisational goals 	A-I	3
	Driving improvement	<ul style="list-style-type: none"> Strong commitment to delivering excellent services to customers 	A-I
<ul style="list-style-type: none"> Strong focus on realising benefits 		A-I	3
<ul style="list-style-type: none"> Seek continuous improvement to methods of work and personal improvement 		A-I	3
<ul style="list-style-type: none"> Gives clear and honest feedback to colleagues and partners and embraces feedback about their own job performance 		A-I	3
Adaptability	<ul style="list-style-type: none"> Be flexible and have the ability to adapt to different challenges. 	A-I	3
	<ul style="list-style-type: none"> Willingness to shift and amend plans in line with corporate priorities 	A-I	3
	<ul style="list-style-type: none"> Adapting outputs to policy/legislation changes 	A-I	3
	<ul style="list-style-type: none"> Strong willingness to adapt to a changing landscape 	A-I	3
	<ul style="list-style-type: none"> Make decisions at the appropriate time, taking into account the needs of the situation, priorities, constraints and the availability of necessary information 	A-I	3
Special conditions:			
Signature of Employee:	Name: S.Murray	Date:21/10/2022	