

MALDON DISTRICT  
COUNCIL

Princes Road  
Maldon  
Essex CM9 5DL

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# Strategy Theme Lead

**(FM18 SD05)**

**Maldon District Council**  
**Job Description: FM18 SD05**

<b>Job Title</b>	<b>Strategy Theme Lead</b>
<b>Service Area</b>	<b>Strategy, Performance &amp; Governance</b>
<b>Grade</b>	<b>I (SCP 33-36)</b>
<b>Job Reference</b>	<b>FM18 SD05</b>

<b>Reporting to</b>	<b>Responsible for</b>
Strategy, Policy & Communications Manager	Externally funded temporary project resource on occasions when the Strategy Theme Lead is called upon, or responsible for, the delivery of a strategic partnership or strategic project; via an MOU or partnership protocol.  Not responsible for staffing within the Council's establishment.

<b>Team Purpose</b>
To provide clear, meaningful and deliverable strategies that are communicated effectively to key stakeholders.

<b>Role Purpose</b>
<p>To provide expert guidance and support on the development and delivery of the Corporate Strategy through programmes, projects, services and partnerships by commissioning and working collaboratively with other parts of the council and key partners.</p> <p>To focus on the needs of residents and the district and the aspirations of councillors and to turn this in to robust, evidence based, outcome focused corporate strategy, local plan and associated strategies, plans and policies.</p> <p>To develop robust, evidence based, strategies and polices for all areas of the council based on the Corporate Plan. To gather data and evidence across the district to inform strategic initiatives. Draft and present reports to CLT, members and committees detailing strategic proposals and reviews. Monitor and review strategic initiatives to ensure they are achieving council priorities.</p>

<b>Key Accountabilities</b>
<ul style="list-style-type: none"> <li>• Able to commission and support specialists across the council to develop council wide strategies and policies</li> <li>• Assist in promoting and monitoring the overall strategic review cycle</li> <li>• Analyse and interpret data to inform strategy development and monitoring</li> <li>• Liaise with key stakeholders internally/ externally including local, regional and national</li> <li>• Oversee detailed risk management assessments where appropriate</li> <li>• Undertake work that requires greater understanding and knowledge of political, regulatory and legislative complexities</li> </ul>



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- Manage and assign work to externally funded project resource in line with MOU and partnership protocols.
- Act as lead secretariat for strategic projects.
- Highlight where strategic plans and initiatives require intervention and suggest effective remedial action

**Appointment and progression through grades will be based on the needs of the business.**

#### Key Objectives

<b>Working with customers</b>	Working closely with colleagues and stakeholders to support, commission and develop strategic initiatives and policies. Working with colleagues to improve customer service and highlight opportunities for empowering customers further.
<b>Working towards the Corporate Plan</b>	Monitoring and reporting progress on the delivery of the objectives of the Corporate Plan.
<b>Knowledge of services</b>	Excellent understanding of strategy and services across the council and a good knowledge of the terminology and acronyms used by the services.
<b>Using systems effectively</b>	Strong IT skills and ability to learn new systems quickly and effectively.

#### Specific Tasks

<b>Case management skills</b>	Understanding and supporting the case management approach across the council
<b>Team work and working with others</b>	Working collaboratively with other specialists across teams and collaborating on strategy, corporate projects and managing key relationships with customers across the council and other stakeholders as appropriate.
<b>Enquiries, reports and service requests</b>	Providing internal and external advice on the specialist area. Developing and maintaining relationships with key stakeholders and partners. Providing advice and input on specialist area(s) to commissioning and contract management. Prepare and present reports to council committees or other internal or external meetings as required.
<b>Processing and administration</b>	Where appropriate, accurately update all relevant information systems, both customer and back office ensuring that the "golden customer record" is maintained through verification and validation and in accordance with Data Protection principles.



<b>Specific Tasks</b>	
<b>Ability to support corporate projects</b>	<p>Specifying projects that deliver corporate objectives. Acting as a key member of corporate or community project team, providing project/ change management expertise.</p> <p>Developing and managing council policies including responding to emerging legislation, best practice and guidance ensuring continuous development and improvement in services. Contributing to strategy, performance and quality control and service / financial planning for specialist areas.</p>
<b>Strategy and policy</b>	<p>Provide specialist advice and input to corporate strategy and policy and corporate programmes as required.</p>
<b>Performance</b>	<p>Contribute to the development of performance and quality control KPIs.</p> <p>Manage and assign work to externally funded project resource in line with MOU and partnership protocols.</p> <p>Act as lead secretariat for strategic projects.</p>

<b>Qualifications</b>
<p>Degree or equivalent for professional specialism and professionally qualified in Strategic Business Planning or RTPI qualified.</p>

<b>Knowledge, Skills and Experience</b>
<p>Highly developed working knowledge of practices / methodologies of several specialist areas: Planning, Strategic Planning, Corporate Planning, Business Planning or Policy Development. Working knowledge of legislation and developments in several specialist areas. Skills, knowledge and experience in information analysis and presentation and communication of complex information.</p>

<b>Specialist Knowledge</b>
<p>In-depth understanding of Planning and / or Strategic Planning, Corporate Planning, Business Planning or Policy Development.</p>

<b>Special Requirements</b>	
<b>Emergency Planning</b>	<p>This post will be on occasions required to take part in the council's emergency planning training and may be called upon in the case of such an emergency. Where necessary this will include</p>



**Maldon District Council**  
**Job Description: FM18 SD05**

<b>Special Requirements</b>	
	unsociable hours.
<b>Election Duties</b>	<p>This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.</p> <p>A separate payment for election duties will be made as determined by the regional Elections Committee.</p>

<b>Standard Terms</b>	
	<ol style="list-style-type: none"> <li>1. To comply with appropriate legislation, service and council policies.</li> <li>2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures.</li> <li>3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment.</li> <li>4. To support the council's equalities and diversity policies.</li> <li>5. To operate within the council's IT policies and data protection rules and regulations.</li> <li>6. To operate within the council's financial regulations.</li> <li>7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines.</li> <li>8. To participate in internal committees and departmental working parties to ensure continuous improvement as required.</li> <li>9. Any other reasonable duties as may be required from time to time</li> </ol>

**Competency Framework**

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

<b>Maldon behaviours [competencies]:</b> see the framework in the Performance Review Toolkit for a full list behavioural indicators	
<b>Core Competencies - All Workforce</b>	
<b>Communicating</b>	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
<b>Managing and Leading People</b>	Providing direction and support to those we work with to ensure service excellence.
<b>Customer Focus</b>	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
<b>Planning and Managing Work</b>	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
<b>Analysis and</b>	Assessing and interpreting information in order to support work activities,



**Maldon District Council**  
**Job Description: FM18 SD05**

<b>Problem Solving</b>	identify issues and aid problem solving.
<b>Initiative and Decision Making</b>	Taking the right action, based on what we know and being responsible for what happens.
<b>Developing Self</b>	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

**Key Policies**

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

**This post is not a politically restricted post.**

<b>Signed (Job Holder):</b>		<b>Date:</b>
<b>Signed (Service Lead):</b>		<b>Date:</b>

