Title **Policy and Research Manager**	Department: **Chief Executive's**	Post Ref **Grade to be determined**

Job Purpose

The Policy and Research Manager will:
- will lead a team of policy and research officers for Nottinghamshire County Council (NCC) to keep the Council abreast of national thinking and policy development;
- develop the Council Plan, including ensuring that the implementation of the plan can be monitored effectively through a performance framework;
- have a close working relationship with the Corporate Leadership team and departmental stakeholders to ensure that the work of the team is relevant, timely and fulfilling corporate needs.

Key Responsibilities	*Key Accountabilities*
1. To lead the Corporate Policy and Research function.	1. Drive forward policy and research provision for the Council including the line management of a team of Policy and Research Officers.
2. To build effective working relationships with senior colleagues across the organisation, including the Corporate Leadership team to inform strategic decision making.	2. Members and Senior Officers are supported to make informed, evidence based decisions in line with the strategic priorities of the Council and the latest policy developments.
3. To provide Members, CLT and departmental leadership teams with timely information, insight and advice to support their decision- making process.	3. Key messages are promptly communicated to Members and Senior Officers and are constructed using an effective, balanced and evidence based approach.
4. To get approval for the process of developing the Council Plan and lead on the day-to-day work with Members and Senior officers on the development and delivery of the Council Plan, which clearly and accurately conveys political and organisational priorities.	4. To get approval from the SIU Manager for the process for developing the Council Plan. Ensuring the Council Plan is developed with effective Member, senior officer and partner engagement; represents the Councils ambitions, values and priorities; and is underpinned by a robust performance framework.
	5. Underpinning plans and strategies are aligned to the Council Plan and are linked to the strategic planning framework, ,

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5. To support the development and alignment of department's plans and strategies to ensure that they effectively underpin the Council Plan.

6. To produce and present briefing papers, reports, policy statements, correspondence, speeches and presentations, tailored to various audiences.

7. To coordinate the production of a quarterly Insight Report, highlighting future opportunities for cross-Council transformation and departmental change for CLT and Members.

8. To implement and manage a corporate policy framework, which provides context on policy purpose and implications.

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9. To proactively scan the external policy, parliamentary, legal and research environments to identify issues that may impact on the work of the Council.

10. To advise on impacts/ opportunities for the Council arising from emerging policy and regulation, including obtaining and evaluating evidence to inform policy making.

11. To ensure that cross cutting policy issues are effectively addressed and reflect the organisation's position.

12. To inform and advise on the Council's approach to consultation and engagement, taking into account latest techniques, best practice and coproduction options, ensuring that policies are insight led and informed by meaningful stakeholder engagement.

which maps out how the plans and strategies collectively contribute to the delivery of the Council Plan.

6. Proactive and responsive to the needs of Members and Senior Officers in providing timely and well-informed advice and information, and able to present these to senior audiences as required.

7. The Quarterly Insight Report meets the needs of Corporate Leadership Team and Members and helps to address the financial gap in the medium-term financial strategy

8. A corporate policy framework is maintained, which provides organisational clarity on their purpose and fit within the Council.

9. Policy memberships and subscriptions are effectively managed and utilised to inform decision making.

10. Implications from emerging policy and regulation are promptly assessed and are used to inform insight that is shared with Members and Senior Officers, including the identification of on impacts and opportunities.

11. Cross Council policies are collaboratively developed, through facilitated discussion, to ensure cross organisation buy-in.

12. Consultation activity is used effectively to inform policy development and service change, including advice to departments to promote best practice and to avoid duplication.

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13. To use research and emerging policy to advise on potential opportunities for cross cutting transformation programmes and departmental change opportunities.	13. Development of well-informed transformation programmes, which are underpinned by a robust evidence base.
14. To identify and support bids for funding opportunities, including the development of the underpinning evidence base.	14. Funding opportunities are identified and coordination of responses may be provided, where required.
15. To identify and facilitate responses to national and local consultations.	15. Consultations are identified and coordination of responses may be provided, where required.
16. To coordinate the provision of research, data and information requests to ensure that organisational responses e.g. policy development, strategy planning, responses to consultations, funding bids etc are evidence based and insight led.	16. Responses to research, data and information requests are effectively coordinated and responded to, using appropriate research techniques, analytical tools and data sources.
17. To develop strong relationships with policy teams in partner organisations and understand the challenges they face, and how they can be overcome collectively.	17. Effective links are maintained with other local authorities, the LGA, central government, external partners and universities to support horizon scanning and the development of best practice.
18. To use the organisational partnership' map' to focus effort and maximise the Council's benefit from partnership arrangements.	18. The organisational partnership map is used effectively to target resources and maximise benefit from partnerships.
19. To take account of information governance requirements and build effective information sharing agreements to enable external collaborations, whilst protecting people's information.	19. Data is protected and secure data and information sharing arrangements are in place with partner organisations.
20. Membership of any professional bodies, forums or working groups within the post holder's area of work.	20. Represent the organisation at the local and national level on professional bodies, forums and working groups.

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21. To oversee the work of the Policy and Research Officers team to ensure that outputs are effective and timely, with demands on the Policy and Research resource effectively prioritised.	21. Policy and Research Officers are provided with support and direction, with work prioritised and effectively resourced.
22. To identify ongoing learning and development requirements for policy and research capacity, which promote best practice, addresses training gaps and considers the availability of new information sources.	22. Training needs are identified, which take account of existing skills gaps and new technical opportunities.
23. To deploy and manage assigned budgets and to take corrective action where appropriate in liaison with the Strategic Insight Unit Manager.	23. Assigned budgets are effectively managed, including membership subscriptions.
24. To deputise for Strategic Insight Unit Manager as necessary within the wider responsibility of the service.	24. Deputise for the Strategic Insight Unit Manager as required.
The post holder will perform any duty or task that is appropriate for the role described	

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Person Specification

Education and Knowledge

1. Educated to degree level or significant equivalent experience in a transferable role.
2. Evidence of continuous professional development.
3. Knowledge of formal project management techniques, such as Prince 2 and Agile.
4. Comprehensive knowledge and understanding of the operation of local government organisations.
5. Knowledge and understanding of the key issues affecting the strategic direction of the Council.
6. Knowledge and understanding of the research and information requirements of the Council.
7. Knowledge and understanding of how to translate policy and research to into practical steps for delivery, to maximise opportunities and minimise risk

Specialist Knowledge/Skills

8. Excellent judgement, political astuteness and the confidence to advise senior officers and Councillors.
9. Ability to translate and articulate complex policy/ information to a variety of audiences inside and outside of the Council.
10. Ability to analyse, understand and effectively communicate policy direction.
11. Able to analyse policy, numerical and other information, to understand and interpret complex issues to determine actions required.
12. Good knowledge of consultation, engagement and participation techniques and how to apply them.

Personal Skills and General Competencies

20. Operate in a manner which harbours trust and engagement within the team and wider Council colleagues and partners.
21. Be collaborative, respectful and seek out the expertise of others.
22. Demonstrate a shared approach to produce results and acknowledge who is best equipped to undertake specific tasks
23. Be willing to shape research capability in the wider Council.
24. Show an interest and develop knowledge in the functioning of departments and services and their impact on residents and other stakeholders, particularly services that are cross-Council.
25. Demonstrate respectful curiosity and ask challenging questions to elicit the right information from stakeholders.
26. Act as an enabler and supporter to senior decision-makers.
27. Display a positive, can-do attitude and strive to deliver work of a high quality and motivate others.
28. Demonstrate professional leadership and challenge current positions to consider service improvements
29. Demonstrate professional integrity, confidence and competence to deliver to agreed standards and challenge inappropriate practice.
30. Work to achieve the best outcomes for the Council and citizens of Nottinghamshire
31. Be flexible, adaptable and resilient
32. Be self-motivated and self-directed to produce high quality and timely work when operating without supervision.
33. Support the functioning of a shared learning culture by being continually striving to improve own knowledge and practice. Make meaningful contributions Transformation

13. Experienced user of MS Project, Word, Visio, e-mail, PowerPoint, MS Teams and the internet / intranet.

Skills and Abilities

14. A proven track record of delivery at a senior level in a complex operating environment.
15. The ability to develop effective networks and work with partners across the public, private and voluntary sectors.
16. Well-developed interpersonal and communication skills with the ability to present confidently to a wide range of audiences.
17. Highly developed negotiation and influencing skills with the ability to build and maintain strong relationships, challenge appropriately and secure buy-in.
18. Experience of writing precise, clear and stimulating reports, briefings and business cases.
19. Able to encourage innovation, creativity and new ways of working to deliver large scale transformation and change.

Experience

36. At least three years' experience of providing Directors/ Member of policy and research advice, preferably at management level
37. Experience of working with senior stakeholders in partner organisations and using policy and research to get them to align working on areas where there are common benefits
38. Experience of developing Council Plans and providing frameworks for developing departmental and service plans
39. Experience in a role leading the development high-profile cross cutting policy and corporate strategy.
40. Proven experience of working in a research capacity.
41. Knowledge and understanding of policy development and the way in which this impacts all levels of the organisation.

and Change Team and wider Council, by supporting the learning of others, and/or undertaking research into new and best practice.
34. Understand and be committed to the Council's core value of fairness and respect and to the implementation of the Council's Equality and Diversity Policy.
35. Maintain high professional competencies and show a commitment to continued professional development.

42. Proven experience of working with, influencing and challenging strategic decision makers and a range of professional experts in shaping service transformation and producing high level options to meet business needs within complex projects. 43. Experience of Prince2 and Agile project delivery techniques.	

Role Dimensions
- Keeping abreast of local and national policy developments.
- Assessing the implications of such developments on the County Council, in terms of risk, opportunities and benefits.
- Informing the development of Council Plans, underpinning plans and strategies.
- Informing the development of cross Council transformation programmes.
- Management of the Policy and Research Officers.

This post reports to the Strategic Insight Unit Manager.