

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

**Designation:** Policy Manager

**Grade:** PO7

**Reports to:** Head of Policy, Strategy and  
Chief Executive's Office

**Grade:** SMG3

**Directorate:** Chief Executive's Directorate

**Section:** Strategy, Transformation,  
Equalities and Performance

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#### Main Purpose of the job:

- To drive the design of evidence-based strategy and policy, using participatory methods to involve a range of stakeholders and ensure that council-wide strategies, policies and plans are consistently aligned, creating a coherent framework for council goals and priorities.
- To line manage a team of two Public Affairs and Policy Officers.
- To create and lead on a public affairs strategy, putting forward Lewisham Council's policy positions to central government and other partners both regionally and nationally.
- To stay up to date on relevant legislative changes that impact the Council. You will be required to provide advice and support to senior officers on work that needs to be undertaken to comply with new legislative requirements, or improve service delivery in line with emerging best practice.

#### Summary of Responsibilities and Personal Duties:

1. To lead the delivery of a first-class Policy and Public Affairs function for the Council with a high-performing team.
2. Enable the delivery of key council priorities, ensuring that council-wide strategies are a consistent, aligned and coherent framework to policies.
3. Keep abreast of latest policy ideas and best practice across areas of interest in the public sector, risks and issues and working to ensure plans and mitigations are in place, and identifying opportunities for the council to deliver on its strategic priorities.
4. To work closely with the Corporate Equalities Lead and Disability and Co-Production Policy Officer to ensure an aligned approach across the Council to Corporate Equalities, and that the Council's equalities ambitions are embedded within all policies and strategies.

5. Lead policy development projects and deep dives into key and emerging issues, including innovative ideas and generating new solutions to tackle issues. Facilitate the design of evidence-based strategy and policy development, using participatory methods to involve a range of stakeholders.
6. Provide urgent specialist support and advice to enable senior officers, council Directorates and the Cabinet as needed.
7. Lead on the creation and implementation of a Public Affairs Strategy for the Council, working closely with the Mayor's Office and Communications Team to ensure an effective and influential approach.
8. Draft and present reports to the Executive Management Team, Cabinet, Scrutiny committees, Senior Management Teams and local partnership bodies in relation to the production of policy.
9. Foster relationships and collaborate with key stakeholders internally and partners across the borough and region to stay connected and share knowledge, to gather insights and ensure policy alignment.
10. Maintain oversight of innovative policy developments across other local authorities and relevant organisations such as CCIN and the LGiU. Learning from best practice where possible.
11. Represent the Council at internal and external meetings and working groups.

All employees are required to:

- Carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
- Undertake other duties, commensurate with the grade, as may reasonably be required.
- Participate in Appraisal process and to undertake appropriate training and development identified to enhance their work.
- Carry out the Council's environmental policy within the day-to-day activities of the post.
- Comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Consideration will be given to making reasonable adjustments for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

**Internal contacts:** Members, Chief Executive, Executive Directors, Directors, Service Group Managers and all staff across the organisation

**External contacts:** The Local Strategic Partnership, other Public Sector Organisations, e.g. Local Trusts, CCG, Government Departments such as the Home Office, DfE, DWP, Cabinet Office, DLUHC, Voluntary Sector Organisations and regional bodies such as London Councils and the Greater London Assembly.

**Number of immediate subordinates:** Two

## **Person Specification**

<b>Job Title:</b>	Policy Manager	<b>Post No:</b> 55304
<b>Directorate:</b>	Chief Executive's Directorate	<b>Grade:</b> PO7
<b><u>NOTICE FOR THE CANDIDATE</u></b>		
<p>The person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. Those categories marked 'S' will be used especially for the purpose of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your Application Form.</p>		
<b><u>Equal Opportunities</u></b> Aptitude for extending equal opportunities in service design, improvement and delivery.  Demonstrate commitment to the principles of equality in employment and service delivery  Commitment to implement the Council's Dignity at Work policies		
<b><u>Knowledge and Experience</u></b>  Extensive experience of strategy or policy development in central, local government, public body or think tank. Familiarity with the UK government structures, and policy-making processes  Knowledge of the current financial and strategic challenges facing Lewisham and local government.  Experience of developing strategy and policy through consultation with key stakeholders, from initiation through to implementation and evaluation  Knowledge and experience of analysing and presenting data to senior management to enable effective decision making.  Proven experience of proactively working on own initiative, under pressure to tight timescales, managing and prioritising workload.  Excellent political awareness and experience of working within a political environment  Line management experience, and knowledge of how to manage a high-performing team to deliver results and lead by example		S   S  S     S

Knowledge of how to create and implement a public affairs strategy, with an understanding of how local government can influence national and regional bodies.	<b>S</b>
<b>Personal Qualities</b>  Personal authority and stature to lead by example, giving confidence of your expertise to senior officers.  Able to act corporately and collaboratively.  Inclusive and supportive team player.  A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect	
<b><u>Circumstances</u></b>  Able to occasionally work outside and beyond the normal office hours to ensure deadlines and business objectives are achieved.	
<b><u>Physical</u></b>  If you are disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.	