

North of Tyne Combined Authority



Job Description

Post Title: Director of Policy and Performance

Grade: Assistant Director (SM5)

Responsible to: Chief Executive

Responsible for: Staff of the Resources Division

Job Purpose:

- To assist the Head of Paid Service in ensuring the Cabinet's political vision and priorities are translated into delivery and its values are embedded at all levels of the organisation, with a particular focus on Resources
- To ensure the Combined Authority's legal, policy, people and systems functions are fit for purpose whilst meeting their statutory requirements and enabling the Combined Authority to operate effectively.

Principal Accountabilities:

1. To contribute to meeting the Combined Authority's priorities by ensuring the delivery of quality, consistent and value for money services through effective policy development, service and business planning and performance management.
2. To contribute to meeting political and strategic objectives by leading and encouraging the innovation of service delivery methods and improvements through active engagement with councillors, staff, trade unions, communities, partners and businesses to improve outcomes.
3. To lead, develop and empower staff to support their personal achievements and contribution to the delivery of the Combined Authority's objectives.
4. To contribute to the development of effective partnerships locally, regionally, nationally and internationally to ensure the delivery of Combined Authority priorities.
5. To ensure good 'stewardship' of the Combined Authority, through effective business partnership with all council services and opportunities for shared services and positive partnership working with external partners.

6. To ensure the Elected Mayor and Cabinet Members are aware and take account of the financial implications for the Combined Authority on any matters under consideration.
7. To represent the Combined Authority as may be required.
8. To carry out specific corporate roles and assignments and such other duties as appropriate in the role.

Person Specification

Please note that it is absolutely essential that in your expression of interest you give evidence or examples in each of the appointment criteria listed under Part One of the Person Specification. At interview, these responses will be further developed and discussed, taking into account Part Two of the Specification.

Post: Director of Policy and Performance

Part One: Experience

1. Successful experience of developing, **policy** at a senior level in a relevant area linked to sustainable economic growth, skills development or education improvement.
2. Experience of successful **senior management** within a relevant core area; policy, performance oversight or governance, in a strategic, complex organisation.
3. Successful experience of relevant **programme and project oversight**, development and monitoring, including programme appraisal, at a senior level and focused on supporting delivery of strategic objectives.
4. A successful track record of developing viable **shared services** and other innovative and financially sustainable ways of working and collaborating.
5. Successful track record of effective resource management including developing and delivering a medium to long term **financial strategy** and strategic business plans within a large, complex organisation.
6. Experience of leading, inspiring, establishing and maintaining high-performing outcome focused **teams** that deliver and exceed targets.
7. Comprehensive experience of building effective **relationships** with a wide range of stakeholders, leading and influencing outcomes and harnessing established **networks** of influence to support the work of the Combined Authority.
8. Evidence of effective **engagement** of partners, local members and residents to deliver a significant investment and capital development programme.
9. Successful relevant experience of exercising judgement effectively in a **political environment**, with a high degree of political awareness and sensitivity, providing clear professional advice and rationale at a senior level.

Part Two: Skills, Knowledge and Aptitude

1. Ability to lead and exemplify productive ways of working and to challenge and persuade others to understand the benefits of this way of working.
2. Highly developed technical, professional and legislative knowledge and understanding of national policies, statutory financial and employment requirements, relevant frameworks and accountabilities in local government.
3. Able to work effectively in a political environment with a high degree of political awareness and sensitivity, providing clear professional advice and rationale.
4. Established networks of influence which can be harnessed to support the work of the Combined Authority.
5. Able to influence and shape policy, key decisions and in other key areas across the region and nationally with key stakeholders, central and local government.
6. Highly developed understanding of the policy, funding, legislative, commissioning and monitoring frameworks at a local and national level that impact on the work of the Combined Authority.
7. Evidence of an open and collaborative leadership style which values the contribution of others and motivates and enables them to achieve their potential and make a difference.
8. Strong proponent of collaborative leadership at a senior level, with a commitment to being part of a cohesive senior leadership team.
9. Understanding of the context of public/private investment partnerships and its potential to transform how Combined Authority's work.
10. Able to think strategically and to analyse financial and complex policy issues within a political environment utilising an evidence-based approach to understand the issues and work cooperatively to meet the needs of the organisation.
11. Excellent written and oral communication and presentation skills that can engage and facilitate collaborative working with a diverse range of audiences.
12. Personal and professional credibility with all stakeholders including commercial partners, residents, staff, and elected members that inspire confidence in the Combined Authority.
13. Strong business acumen as well as commercial, financial and risk management skills.
14. Ability to leverage resources and transform services to deliver improved value for money and more efficient ways of delivering outcomes.

Special Requirements

1. Able to work whatever hours are reasonable and necessary to fulfil requirements of the role.
2. This is a Politically Restricted post as designated under the Local Government & Housing Act.