

Assistant Director, Strategy and Co-Design

JOB DESCRIPTION

POST TITLE:	Assistant Director, Strategy and Co-Design
GRADE:	G16
DEPARTMENT:	Strategy and Communities
REPORTS TO:	Director, Communications, Engagement and Change

PURPOSE OF THE JOB

- Responsible for the strategic management of the service area this role will lead the council's innovation and community involvement work.
- Providing expert strategy development and service design, the role will work with communities to design resident led programmes and interventions to deliver the Southwark 2030 strategy, and internal and external transformation priorities, corporate and service strategies, policies and operational plans that secure the achievement of service, council objectives and value for money outcomes.
- Working closely with the Director, Communications, Engagement and Change, the role will design behaviour change interventions to support community change and realign community relationships to deliver the 2030 strategy and council transformation priorities.
- The role will take a council wide lead on insight and intelligence, ensuring that the council has a strong evidence base with which to make decisions and to measure impact.
- The role leads on partnerships, particularly relationships with the voluntary and community sector.

PRINCIPLE ACCOUNTABILITIES

1. Lead and manage the strategic and operational activities of Strategy and Co-Design teams to deliver real innovation utilising high quality insight, strategy expertise, and service design and community involvement in all the Council does.
2. Lead the use of innovation, strategy, insight, community involvement and design across a wide range of council change programmes and corporate wide critical projects.
3. Lead the strategic framework to support the council's engagement with key partner organisations within Southwark, including local public services and anchor institutions and especially with the voluntary and community sector.
4. Provide strategic leadership on the development and implementation of modern community engagement mechanisms and techniques which provide a diversity of ways to empower residents to take part in discussions and decisions which affect them, and find their own mechanisms for engagement.
5. Manage the pipeline of innovation, strategy, design and community involvement work, ensuring that resources are well-managed and used effectively and that all work is aligned to council and borough wide priorities.
6. To lead on expert measures which ensure the council can prove its impact.
7. Proactively ensure that the work of the service is well communicated both internally and externally at both a senior and operational level.
8. Develop a service plan to meet council and borough wide priorities, ensure the development and delivery of continuous improvements in all aspects of the service and ensure compliance with all internal and external standards.
9. Ensure the successful implementation of health and safety legislation, policies and practices, risk management and take responsibility for the business continuity of service delivery.
10. Manage the budget of the strategy, design and communities service and take the lead responsibility for financial management of the team, planning budgets, challenging spend and creating efficiencies.
11. Plan the recruitment, ongoing training and development of the staff resource within the team and where appropriate wider, related departmental resources with and on behalf of the Director, Communications, Engagement and Change.
12. To deputise, as appropriate, for the Director, Communications, Engagement and Change.
13. Provide leadership, motivation and the positive management of performance for the team developing a culture of team performance improvement, and accountability.
14. As a leader and senior manager model behaviours that demonstrate an active commitment to stand against all forms of discrimination and racism in the work place and work to make Southwark more equal and just.

JOB CONTEXT

Southwark Council provides services to a diverse community of in excess of 300,000 people, in inner London. A dynamic and vibrant part of London, Southwark has challenges in terms of having areas of economic deprivation and social inequality alongside areas of large scale physical, social and economic growth that has over the last quarter of a century revitalised significant parts of the borough.

The Council, in addition to being an organisation delivering a wide variety of services, many via its own 4,500 strong workforce utilising an annual revenue spend of over £300m, is also the largest landlord for social housing in London and one of the largest in the country.

The aim of the Council is to provide high quality, accessible, cost effective services to all sections of the community, seeking to help each resident be able to realise their own potential, and seek to make Southwark as a place more equal, challenging within society all forms of discrimination and racism.

To achieve its aims the Council needs to communicate effectively with a wider variety of audiences on the work and plans of the Council for the community: this includes not only those who live and work in Southwark as a place but strategic partners, including the Mayor's office, GLA, the health service, business and commerce and central government to name a few.

The Leader and Cabinet form the political, strategic and civic leadership of the Council holding accountability to the electorate of Southwark for delivery of effective and efficient Councils services (including statutory services); allied with delivery of the majority groups political programme objectives for the benefit of the population of the borough.

To support the Councils objectives and service delivery the Council needs to develop a framework of policy to provide structure and direction for the organisation. This will cover the whole spectrum of Council work, and will need be flexible enough to allow for review, revision and creation of new policy as required.

To achieve delivery of the Council's plans there is a need to develop a borough plan, Southwark 2030, which sets out the longer-term commitments for the place to the people of Southwark. The Council also produces a delivery plan, which seeks to set clear deliverable objectives and the work the Council will need to undertake to achieve the objectives.

Southwark 2030 and the Council Delivery Plan need to be informed by innovation, intelligence, strategy expertise and resident and community-led approaches to ensure there is a strong evidence base which to make decisions and to measure impact. This, alongside collaborative partnership working, will be critical to the successful delivery of local priorities.

Grade/Conditions of Service

This post has been assigned a grade of 16.

This job description was written at a specific time and is subject to change as the requirements of the council and the role develop. The postholder may be assigned responsibilities that are not stated in the job description.

Working hours are a minimum of 36 hours per week. The postholder is expected to work the hours necessary to get the job done. Hours are in accordance with the requirements of the service and the postholder may be expected, on a regular basis, to work outside of the council's core hours. This will include attendance at evening meetings as required by the council's committee schedule.

This post is considered politically restricted under the terms of the Local Government and Housing Act 1989 (as amended) as a 'specified role'.

Employment is subject to a probationary period of twenty six weeks from the postholder's start date with Southwark Council, during which time the postholder will be required to demonstrate to the council's satisfaction their suitability for this post.

PERSON SPECIFICATION

The person specification describes the knowledge, experience and skills required to carry out this role.

Key: S Shortlisting criteria

I Evaluated at interview

Knowledge, including qualifications	How assessed
Knowledge and understanding of the national policy context for local government, requirements and future trends for relevant service areas, including in service design and its application in public service provision and policy/strategy	S I
Evidence of continuing professional and managerial development.	S I

Experience	How assessed
Extensive senior level experience of leading a strategy, insight and policy development service, change and / or community involvement service ideally within a complex politically led setting.	S I
Expert experience of strategy development, policy design and prototyping, innovation and community involvement in a medium to large organisation, ideally in the public sector.	S I
Significant experience of utilising data and insight to design services and prove the impact of complex services and programmes.	S I
Significant experience of successful project and budget management of complex, multi-faceted programmes in a political environment	S I
Experience of managing multiple high-profile projects, programmes, and budgets, meeting tight deadlines and adapting effectively to changing priorities	S I

Experience (cont'd)	How assessed
Experience of prototyping and piloting within design projects and leading team members through an iterative design process	S I
Experience of leading and managing a team, coaching junior colleagues and ensuring high performance standards.	S I
Significant experience of writing briefings for councillors, senior decision makers both internally and externally, which are clear and concise.	I
Experience in good governance arrangements and effective decision making	S I
Experience of using performance measures to create a culture that drives continuous improvement	I
Success in building and sustaining effective relationships with a wide range of people including residents, partners and key decision makers across the local community.	S

Aptitude, skills and competencies	How assessed
Excellent, written, oral and presentational skills.	I
Ability to work creatively to solve complex problems	S I
A proven track record of influencing for positive outcomes senior level strategic decision makers	I
Strong political acumen in order to manage and deliver project and programme results with sensitivity, tact and diplomacy	I

Aptitude, skills and competencies (cont'd)	How assessed
<p>Change management:</p> <ul style="list-style-type: none"> • Explaining the change process to staff • Dealing with resistance to change. 	
<p>Communication and relationships:</p> <ul style="list-style-type: none"> • Representing the council in public, and to other staff. • Communicating corporate vision and operational information. • Developing working relationships with: local community and voluntary groups; other agencies and government departments; councillors • Working in partnership with: local community and voluntary groups; councillors; local business; government and related bodies and groups 	
<p>Models behaviours that demonstrate an active commitment to stand against all forms of discrimination and racism in the work place and work to make Southwark more equal and just.</p>	