

# **JOB DESCRIPTION**

<b>POST TITLE:</b>	Senior Change Officer
<b>GRADE:</b>	10
<b>DIVISION / UNIT:</b>	Change Team
<b>DEPARTMENT:</b>	Assistant Chief Executive, Strategy and Communities
<b>REPORTS TO:</b>	Principal Programme Manager

## **PURPOSE OF THE JOB**

The Change Team that is part of the Assistant Chief Executive for Strategy and Communities' division will play a central role in shaping, forming and delivering change. In Change we work collaboratively across the organization to provide strategic leadership, translating policy priorities to delivery, and design and execute corporate change programmes, aligning the council to deliver.

You will play a lead role in specifying and delivering high profile and crosscutting projects across a range of different strategy and change functions. You will lead and manage projects, including research and policy development, governance, community and business planning, commissioning, and performance and review as part of the broader work of the Change Team.

The job will at times be complex and demanding. It is a position that will enable you to engage with a wide range of people and services. While working within a team, you will also have contact with the most senior officers and with elected members of the Council.

## **PRINCIPAL ACCOUNTABILITIES**

1. Be responsible for the delivery of relevant projects. This will include developing the project vision and its strategic impact on other departments and services, securing successful outcomes to project critical decisions/milestones, identifying and managing risks and issues, setting headline objectives and managing overall achievement. It will often be necessary for the post holder to coordinate and align

people and resources not directly within their control and this role will usually entail leading more than one project simultaneously.

2. Produce and present reports to the Chief Officer Team, Cabinet, Scrutiny committees, Senior Management Teams and local partnership bodies in relation to strategy functions. Disseminate information on research and policy development, governance, community and business planning, commissioning, and performance and assessment throughout the authority.
3. Keep fully up to date with national and local developments with regards to relevant strategy functions. This will entail, at the minimum, contact with national and regional associations and the creation and sustaining of relationships with other local authorities.
4. Provide strategic and policy advice to senior officers of the Council and senior representatives of partner organisations.
5. Develop expertise in one or more strategy functions.
6. Represent the Council at internal and external meetings and working groups.

## **JOB CONTEXT / REPORTING TO**

This role forms part of the Change function, which is working closely with the Assistant Chief Executive, Strategy and Communities – and the wider Corporate Management Team – to deliver the council's change objectives and priorities as led by the Chief Executive.

The Assistant Chief Executive, Strategy and Communities is responsible for leading the council's "strategic core" through capacity-building across key corporate and priority functions; ensuring the council has corporate services it needs to deliver; and providing strategic oversight of equality, diversity and community engagement.

As part of a wider team supporting the Assistant Chief Executive, Strategy and Communities, the Change Team provides leadership and support to a range of corporate transformation programmes, as well as supporting the wider transformation function through networks and communities of practice.

The post holder will report to a Principal Programme Manager, who will report directly to the Head of Change.

## **Grade/Conditions of Service**

The employment is subject to a probationary period of twenty-six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

**Key:**                    **E**    Essential                    **S**    Shortlisting criteria  
**I**    Evaluated at interview  
**T**    Subject to test

<b>Knowledge, including educational qualifications</b>	<b>Essential I (E)</b>	<b>How assessed (S/ I/ T)</b>
Degree (including higher level apprenticeship) and/or professional or management qualification or equivalent experience.	E	S
Knowledge of one or more of the key programme areas of change management, service improvement, and project and programme management.	E	S
Working knowledge of current social, political and economic issues relating to the work of the public sector, especially the process of modernisation of national and local government and what this means for strategy and partnership work.	E	S/I
Knowledge of policy and strategy networks and information sources in England.	E	I

Knowledge and understanding of the theory and practice of project delivery in complex organisations.	E	I
<b>Experience</b>		
Experience of project delivery in a strategy, policy, planning or performance context.	E	S
Experience of working in local government or other large, multi-functional organisation in the public, private or voluntary sectors.	E	S
Experience of knowledge and information management in support of policy development, performance management or community and corporate planning.	E	I
Experience of analysing complex problems and making proposals for change.	E	I/T
Experience of writing reports and creating presentational materials in a variety of media for a range of audiences and stakeholders.	E	I/T
<b>Aptitudes, Skills &amp; Competencies</b>		
Able to work collaboratively and purposefully with partners in other departments of the Council and in partner organisations locally and nationally.	E	S/I
Able to write clearly and concisely on complex and multi-faceted topics.	E	I/T
Able to work creatively and flexibly, taking a proactive approach to risk and issue management.	E	I
Able to analyse, synthesise, interpret and explain data and information drawn from a variety of sources.	E	I/T
Able to use of new technology to support strategy work, especially word processing, spreadsheets and presentation software.	E	I
Able to manage own work, referring up only at defined review points and by exception.	E	I
<b>Special Conditions of Recruitment</b>		
Able and willing to work outside of normal office hours. This will include evenings or weekend meetings and events.		
The employment is subject to a probationary period of twenty-six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.		