

Oxford City Council

Building a world class city for everyone

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Career Opportunity

Job Title	Head of Corporate Strategy
Job reference	001861
Service Area / Directorate	Corporate Policy, Partnership and Communications
Salary and Grade	SH2: £85,381 to £96,223 - (pro rata for part time)
Contract	Permanent
Hours per week	37
Location	Oxford - St Aldate's Chambers

You can only apply for this role if you are currently working for Oxford City Council as an employee (including staff who are on secondment to another organisation) or Agency Worker subject to the Agency Workers Directive.

The role

This new role will provide leadership and responsibility for corporate strategy and policy development, facilitating corporate external affairs and corporate level partnerships and communications and campaigns.

The successful applicant will bring leadership capacity and focus to priority areas for the council's strategy, external affairs and campaign development work, particularly where convening partners and cross council engagement is required. This will include areas such as county-wide partnerships and liaison with government, and increased focus on development of city-wide partnerships and areas of strategic priority for development – eg Zero Carbon and Health Partnership.

About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion IiP status. Our other awards include the Institute of Revenues Rating & Valuation (IRRV) 'Excellence in Innovation' winners 2017, Oxfordshire Environment Partnership (OEP) 'Best Food Waste Reduction and Collection System', and several 'Team of the Year' national and regional awards across our Service Areas. This builds on our previous success in achieving 'Council of the Year' in 2015. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning

and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit www.oxford.gov.uk

If you are unable to access our website please call **01865 252848**.

Note: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history. **Coronavirus information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For most roles the successful applicant will be expected to work from home for the immediate future. They should ensure that they have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.**

Closing Date: 24 February 2021

Late applications will not be processed

Interview Date(s): 03 March 2021

For an informal discussion about the post please contact Caroline Green.

We are an equal opportunity employer:

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from BAME communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.

Oxford City Council is not currently licensed as a sponsor and cannot employ migrant workers outside the European Economic Area and Switzerland under the Point Based System rules, issued by the UK Border Agency.



Role Profiles

Role information

Job Title	Head of Corporate Strategy	Position No.	HR use only
Position type	Permanent	Hours	37 per week
Grade and Salary Range	SH2: £85,381 to £96,223 - (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Corporate Policy, Partnership and Communications		
Responsible To	Chief Executive	No. of employees	Up to 40
Budget (£)	TBC	Assets	tbc
Rehabilitation of Offenders Act 1974	Exempt	Additional Screening	N/A
Candidate Screening	Enhanced DBS Certificate		
Political Restriction	This post is politically sensitive		

Role purpose

- Provide leadership and responsibility for corporate strategy and policy development, facilitating corporate external affairs and corporate level partnerships and communications and campaigns.
- Lead on external affairs and managing strategic partnerships at City, County, regional and national level and liaison with government to influence and deliver against the councils' priorities. Lead the Environmental Sustainability Team, helping to develop the city council's strategic leadership of the zero carbon agenda and build networks and influence and secure funding for projects.

Role responsibilities and main duties

- To provide leadership, direction and delivery of the work of the Policy and Partnership and Communications Team and the Environmental Sustainability Team.
- To support the City Council's role and reputation as an essential partner in city and county-wide partnerships convening and driving partnerships that tackle challenges facing the city and realising opportunities.
- To support the council's ability to influence key strategic developments in relation to policies and plans across district councils, the county council, NHS, Police, universities and other key stakeholders to secure the best outcomes for Oxford's citizens.
- Develop and oversee coherent approach to corporate stakeholder engagement for the council.
- To be the main source of advice for senior elected members and senior officers of the council on the management of the council's reputation, brand and media presence.
- To deliver campaigns that contribute towards achieving the council's objectives and ensure that

the City Council's voice influences the development of the wider policy agenda (national, regional, local).

- Responsible for corporate policy development and the policy review processes.
- Oversight of the Safeguarding Policies and Procedures and their effective implementation.
- Responsible for the Council's Public involvement and consultation functions.
- To play a lead role in the development and delivery of strategies and programmes on environmental sustainability, driving a cross-council approach.
- To enable the Council to achieve its ambition of being a leading authority in the area of Environmental Sustainability, developing capacity to support strong networks, influential campaigns, and securing grant funding and delivery of projects and programmes.
- To be a member of the Council's Corporate Management Team with collective responsibility for the managerial leadership of the Council. To contribute to corporate programme boards which develop strategy and policy, implement programmes and projects and monitor performance.
- To be responsible for the financial and operational performance of the service, ensuring services and projects are delivered and compliant within the Council's constitution and quality standards, budgetary control, and according to relevant legislation and Council policies. To ensure adequate staff resources are in place and budgeted for, including working to ensure appropriate capitalisation of staff resource where appropriate and securing external funds to support posts.
- To stimulate and manage change to ensure a culture of continuous review and improvement is embedded within the service to embrace fresh thinking and innovation.
- To deploy effective decision making skills – demonstrating the ability to think strategically and tactically how the implications of the overall outcome/s will affect their overall goal/strategy and how to secure successful implementation and management of risk.
- To apply political awareness to leadership and service delivery, use initiative to recognise emerging problems and pro-actively demonstrate strong leadership skills in influencing and problem solving techniques to reach solutions.
- To take the lead by demonstrating personal responsibility and modelling expected leadership behaviour, values and competencies that reflect the council's culture and ambition.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Educated to degree level or equivalent experience.	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Comprehensive experience and a demonstrable track record of strategic policy development and implementation of change.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Strong understanding of Communications, policies and partnerships.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge of the Environmental agenda and key challenges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extensive track record of driving forward service improvements.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Significant experience of working with Members.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience of effective budget management in line with service improvements.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to lead, manage and develop individuals and team to promote high performance and innovation in support of excellent service delivery.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent verbal and written communication, including report writing. Demonstrating the ability to negotiate and influence at all levels to promote a positive reputation for the council and service.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leads and manage conflicting and competing priorities effectively, keeping team performance on track, using innovative approaches to deliver solutions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnership working – experience of working in and managing collaborating partnerships to deliver large scale projects. Demonstrating a high level of understanding and commitment to diversity and community cohesion.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria

A I T D

Relevant professional qualification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrates understanding of the public sector ethos.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of safeguarding and or children's services.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.