

Job description
Senior Policy Advisor
Corporate Policy Team
Band 6

Responsibilities and Activities

To support the development and co-ordination of proposals, strategies, policies and projects which deliver the councils' priorities. Work collaboratively across both councils and provide advice and support to Leadership Team, services managers and councillors in the delivery of effective and transformational services. To provide an effective business support service including research and strategic thinking, and drive the corporate approach to equality, diversity and consultation. This will include the following work areas:

- Support the Chief Executive, Directors, Assistant Directors and service managers in planning and delivering new initiatives.
- Contribute to the development of corporate initiatives and documents such as the West Suffolk councils' strategic plan, service plans and annual report.
- Anticipate and advise on potential changes in the internal and external environment (horizon scanning) which may impact on the councils and initiate policy reports and research as necessary.
- Ensure the councils' activities are aligned to priorities and other requirements, such as legislative/government policy, and supporting Assistant Directors and other managers in the development of effective policies.
- Identify and explore opportunities for partnership working to promote the delivery of the councils' priorities.
- Provide specific business partner support to the Planning and Regulatory Services teams (for example, Planning, Licensing, Energy and Environment, Building Control).
- Work with other council business partners to improve communication, business protocol and business efficiency throughout the councils and to share specialist knowledge as appropriate.
- Attend Cabinet, Leadership Team, and other meetings as required.
- Represent the councils at meetings, conferences and seminars as required

October 2019