

Job Description



South
Cambridgeshire
District Council

SERVICE	LOCATION
Corporate Services	South Cambridgeshire Hall, Cambourne

JOB TITLE	POST NUMBER
Policy and Performance Officer	TBC

GRADE	SALARY RANGE
Grade 5	SCP 25-30

RESPONSIBLE TO	RESPONSIBLE FOR
Senior Policy and Performance Officer	NA

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED
VDU habitual user

Description Of Duties And Responsibilities

Purpose

1. This post is located in the Policy, Performance and Projects Team, whose principal objectives are:
 - Coordination of Corporate Business Planning
 - Performance Management and reporting
 - Promotion of SCDC Project Management approach
 - Coordination of Service Planning
 - Service Reviews
 - Provision of Emerging Government Policy advice
 - Corporate Policy Development and Review
 - Ownership and implementation of the Council's Equalities Scheme

Key Responsibilities

Performance Management

2. Maintenance and development of the Corporate performance management system.
3. Contribute to the maintenance of the Corporate Performance Management framework, ensuring that this continues to reflect good practice and supports effective corporate governance.

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4. Assist in regular performance reporting for CMT, EMT, Scrutiny, Cabinet.
5. Review performance management data (including data quality checking) and performance trends to identify opportunities for service improvement.
6. Assist the Senior Policy and Performance Officer in working with service areas to ensure adequate processes are in place to enable collection of performance data.
7. Promote a proactive performance management culture that values self and peer challenge in order to maintain continuous service improvement.
8. Assist the Senior Policy and Performance Officer in challenging service plans and their associated outputs against the prioritised outcomes for the Business Plan and the needs of customers and communities.

Business and Service Planning

9. Assist the Senior Policy and Performance Officer in identifying suitable key performance indicators and measures in order to monitor and drive Business Plan delivery, for recommendation to managers and Councillors.
10. Assist the Senior Policy and Performance Officer in the provision of a critical-friend role to teams during the development of service plans.

Corporate Policy

11. Contribute towards the development of policies, actions and strategies as directed by the Senior Policy and Performance Officer.
12. Promote the need for all service area policies, strategies and projects to align with the Council's equalities scheme.

Project Management

13. Provision of project management support as directed by the Senior Policy and Performance Officer.
14. Championing our Project Management Toolkit to ensure consistency of approach and implementation of best practice across all South Cambridgeshire District Council.

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Key Contacts/Communication Links

Internal:

Chief Executive
Executive Management Team (EMT)
Corporate Management Team (CMT)
Leader of the Council
Cabinet Leads
Chair and members of Scrutiny & Overview Committee
Corporate Managers
Service Managers
Elected members
Internal audit

External:

Other local authorities and partner agencies in Cambridgeshire
Local Government Association (LGA)
Benchmarking clubs
Parish Councils
Representative and community groups
Consultants

General to all job descriptions:

All employees must be exemplars in demonstrating the Council's values and behaviours.

All employees must have due regard to the Council's current Management Arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.

Work in an internal and external customer related way in accordance with adopted procedures and good practice.

Comply with the Council's Code of Conduct and other relevant policy, procedures and legislation.

Comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health,

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safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

To be responsible for establishing safe systems of work for investigators and visiting officers, with specific reference to lone and out of hours working. To continually assess, manage and mitigate risk to employees in the area of fraud investigation work.

The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

South Cambridgeshire District Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all council employees and councillors to share this commitment.

All staff, at every level, are often best placed to identify many of the risks faced by the Council and therefore have a responsibility to identify and minimise risk, including taking prompt remedial action on adverse events and near misses, when necessary, and reporting these, following Council policies and procedures designed to manage risk and maintaining a general level of risk awareness.

Signature of Divisional Head:

Phil Bird

Date:

30/05/19

Signature of Director/Chief Officer:

Susan Gardner Craig

Date:

Job Description last review date: 30/05/19