

## Principal Policy / Planning / Strategy Officer

<b>Department</b>	Strategic Policy, Performance and Population
<b>Reports to</b>	Head of Policy / Planning / Strategy
<b>Responsible for</b>	Senior Policy / Planning / Strategy Officers, Policy / Planning Officers, Assistant Policy / Planning Officers
<b>JE Ref</b>	SPPP108
<b>Grade:</b> CS13	<b>JE Date:</b> 20/04/2020

### Job purpose

Lead specific areas of government policy, plans or strategy, developing and maintaining a broad range of evidence-informed policy, legislation, strategy or planning, providing expert advice to Ministers and Directors General to ensure the Island's social, environmental and economic objectives are met. Be the key responsible officer for projects with significant direct impact on the legal frameworks in force in Jersey, on public service provision across the island, on public finances and spending, and on the reputation of the Government of Jersey.

### Job specific outcomes

Deliver evidence-informed policy, legislation, strategy or planning by leading and directing long, medium and short-term policy, strategy or strategic planning to meet Ministerial objectives, the Government's strategic aims, and Jersey's international obligations, across policy area(s) and/or priorities.

Deliver structured, robust and engaged policy/strategy/plan development projects, including evidence-informed analysis and engagement, to ensure the development of robust, future-orientated policy/strategy/plans.

Provide honest, objective and impartial advice to Ministers and the Council of Ministers - and once decisions are taken, publicly support and deliver them. Provide accurate and professional briefings, advice, guidance and documentation, and prepare Ministers effectively to respond to States Assembly questions, Scrutiny and Public Accounts Committee hearings, stakeholder meetings and the media. These activities will ensure Ministers are effective in progressing their government agenda and in responding to democratic scrutiny.

Consider the most effective mode(s) of engagement, including innovative approaches being used elsewhere, in order to involve the public, service users, frontline staff, delivery partners, and/or wider stakeholders in policy and strategy development and evaluation; thereby ensuring outcomes are appropriate, deliverable and informed by stakeholders.

Identify where action is required and work closely with other government departments and Arm's Length Functions whenever required. Ensure that the policy, planning and legislative frameworks in your specialist area remain effective and relevant by pro-actively identifying when action is needed. Work closely with partner departments including the Law Officers' Department and Law Draftsmen's Office, so that Jersey policy and law are appropriate, robust and achieve the intended outcomes.

Build strong relationships and networks by representing the Island in inter-jurisdictional activities, leading knowledge transfer and development. Develop strong links across jurisdictions, departments, industry / business and other key stakeholders, including the public and their representatives, affording a network of contacts to inform the work of your team.

Deliver a whole-Island and long term approach to enhance decision-making. Undertake horizon scanning and scenario planning to develop a vision of how Jersey can meet future challenges. Take a fresh look at issues, and consider how Jersey might innovate to respond to them in order to improve both current and longer-term policies, strategies and plans, achieving better outcomes for Islanders.

Improve the effectiveness of government and service performance, by leading the appraisal of corporate plans, policies or projects proposed by other departments and/or external organisations to ensure consistency with strategic objectives, insodoing nurturing consistency and quality of policy/strategy/planning across the public sector.

Manage delivery against work plans. Ensure clarity of responsibility with implementation teams, including review and evaluation. This will result in policy and strategy projects which deliver their intended objectives, including improved services and outcomes for Islanders.

Lead, manage and direct staff, to deliver on time and to quality standards. Invest in the personal and career development of staff. Undertake appraisals, management of sickness absence, disciplinary matters, recruitment and selection. Commission and manage consultants and contracts for services. Act as a role model at all times, supporting teams and individuals to develop and achieve their potential and encouraging a learning culture focused upon improvement and high performance.

### **Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Office of the Chief Executive

Customer and Local Services

Children, Young People, Education and Skills

Health and Community Services

Justice and Home Affairs

States Treasurer and Exchequer

Growth, Housing and Environment

Strategic Policy, Performance and Population

Chief Operating Office

## Person Specification

### Specific to the role

	Essential	Desirable
Qualifications	<p>A relevant degree (e.g. in one of the policy subject areas, strategy, planning, public policy or public administration).</p> <p>A relevant professional qualification or higher degree (as above) or equivalent experience.</p> <p>A recognised leadership qualification or equivalent experience gained during a significant management role.</p>	<p>Project management qualification.</p> <p>Media training.</p>
Knowledge	<p>Sound knowledge of policy/strategy/planning development, with specialist experience across one or more fields of government policy. An awareness of current developments in these areas worldwide but in particular developments in the UK and EU.</p> <p>Demonstrable knowledge and understanding of the challenges that face Jersey for the future (alongside the policy and governance requirements across the public, private and voluntary sectors).</p> <p>Knowledge of the strategic, legislative and political frameworks of the Government of Jersey and ability to operate at the highest level within them (e.g., the Island Plan, Common Strategic Policy).</p> <p>Understanding of ways to work effectively with a diverse range of stakeholders to deliver policy and strategic plans, including through co-production.</p>	<p>Proficient in HR and accounting policies and employment policies.</p> <p>Working knowledge of the corporate policies such as Data Protection, Freedom of Information, Financial Directions.</p> <p>Knowledge of subject-relevant law (including regulations, directives) and international agreements.</p>
Technical / Work-based Skills	<p>Highly developed policy and strategic reasoning skills with evidence of working at pace in a complex multi-stakeholder environment to effect policy and strategy development and ensure implementation.</p> <p>Good political awareness, understanding of the political process and ability to influence and work effectively with politicians.</p> <p>Strong analytical, problem solving and strategic thinking skills.</p> <p>Ability to negotiate, influence and convey an argument persuasively and with confidence.</p>	<p>Understanding of a range of analytical techniques.</p> <p>Understanding of a range of policy and strategy production and planning techniques.</p>

	<p>Good project management skills, effective in a complex multi-stakeholder environment, and / or in a highly political environment that is subject to uncertainty and rapid change (e.g., involving politicians, lobbyists).</p> <p>Demonstrable experience in guiding a small team to develop robust policy options and negotiate competing stakeholder interests in a sensitive political environment.</p> <p>Excellent presentation and communication skills to communicate complex, sensitive or contentious information (e.g. to Council of Ministers).</p> <p>Excellent writing skills; ability to create documents, communications materials and supporting government publications which explain complex issues clearly and simply.</p>	
General Skills/Attributes	<p>Effectiveness and credibility with a diverse range of stakeholders.</p> <p>Resilient, maintaining effectiveness under pressure.</p> <p>Ability to work independently and autonomously.</p> <p>Very well organised; able to deal with multiple competing priorities and a high workload.</p>	
Experience	<p>Significant policy, strategy or planning development experience.</p> <p>Good middle management experience.</p> <p>Experience of successfully leading policy, strategy and/or large scale planning, engaging with stakeholders at all levels including Ministers and Chief Executive.</p> <p>Experience of working with politicians in local/national government.</p> <p>Experience of working with legislative drafting teams to translate policy intentions into effective law.</p>	

**Personal Attributes**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey Tier 4 core accountabilities attributes and behaviour indicators.

**Additional job information**