

# Corporate Strategy Manager

Council Offices, Kirkwall

## At a glance:

**Grade:** J

**Salary:** As per advert

### Allowances:

- Distant Islands Allowance, where applicable

## Job Purpose:

Ensure the efficient and effective operation and delivery of the corporate strategy function and its day to day activities, delivering on key priorities and driving improvement and change.

For application support contact [hrsupport@orkney.gov.uk](mailto:hrsupport@orkney.gov.uk) or call 01856 873535 ext.2250

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## Benefits and Support

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|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata) | Supported to work and earn whilst achieving qualification |
| Local Government Pension Scheme                                                                   | Maternity, Paternity and Sick Pay                         |
| Comprehensive induction process                                                                   | Employee Assistance Programme                             |

## Main Duties and Responsibilities

Lead the delivery and improvement to core corporate strategy functions including:

- The Council's corporate strategic planning approach.
- Strategic plans monitoring and reporting.

Support strategic, directorate and service planning.

Update and publication of strategy information on the Council's Website.

Development and creation of strategies, policies, plans, documentation and other guidance.

Facilitation, support, advice and training to services and members.

All aspects of line management for one team member.

Financial responsibility for staffing budget.

## Responsibilities for All

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|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Embody the Council Values of Accountable, Reliable, Considerate and Collaborative. | Participate in team meetings, 1 to 1s, supervision and good conversations process |
| Handle all information in confidence and in line with Data Protection requirements | Comply with the Council Employee Code of Conduct                                  |
| Work safely to prevent risk to yourself and others                                 | Comply with relevant professional body codes of practice/conduct                  |
| Ensure Equality, Diversity and Inclusion                                           | Any other duties appropriate to your grade                                        |
| Undertake mandatory and relevant training and development                          | Where required Support the Council's emergency response                           |

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## Skills and Requirements

### Must have

The minimum knowledge required for this role can be evidenced by either:

Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in a relevant subject area

OR

Having a minimum of 5 years previous relevant experience, as detailed below.

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Knowledge and experience of strategic planning at an organisational and service level.

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Knowledge and experience of strategic planning monitoring and reporting.

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Knowledge and experience of drafting strategies or plans.

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Experience of writing detailed reports.

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Experience of undertaking research and analysis and presenting in a format that is easily understood.

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Experience of working collaboratively, facilitation or chairing discussions or workshops.

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Experience of line management or supervision of people.

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### Requirements of the Role

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|------------------------------|--------------------------|-------------------------|---------|
| Disclosure/PVG:              | Level 1 Disclosure check | Convictions to Declare: | Current |
| Politically Restricted Post: | Yes                      | Sponsorship:            | No      |
| Work Additional Hours:       | Yes                      | Term Time Post:         | No      |