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JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Team Manager – Strategy, Policy & Performance	**JET CODE: 8114**
DIVISION: Corporate Support	
SERVICE/BUSINESS UNIT: Strategy, Policy & Performance	
REPORTING TO: Service Manager – Strategy, Policy & Performance	
RESPONSIBLE FOR: Policy Officer(s)	

JOB PURPOSE:

To lead and manage the Council's Policy and Performance Team, providing strategic direction and operational leadership across policy, community planning, equalities, and corporate performance, ensuring effective policy development, statutory compliance, and continuous improvement in outcomes for East Lothian.

MAIN DUTIES:

Strategic Leadership and Policy Development (Primary)

- Lead the development, coordination, and delivery of corporate policy frameworks aligned to Council priorities and national legislation.
- Provide strategic advice and analysis to senior management and Elected Members on policy, performance, and legislative developments.
- Ensure integration of policy development, equalities, and performance across all Council services.

Community Planning and Partnership Working

- Lead the Council's contribution to the East Lothian Community Planning Partnership, ensuring compliance with statutory community planning duties.
- Develop, oversee delivery and manage performance reporting of the Local Outcomes Improvement Plan (LOIP) and associated strategies.
- Maintain effective relationships with partners across public, third, and private sectors.

Equalities Leadership

- Lead the Council's approach to equality, diversity, and inclusion, ensuring compliance with the Equality Act 2010 and Public Sector Equality Duty.

- Oversee development and implementation of Equalities Outcomes and Integrated Impact Assessments and other statutory plans including Gaelic Language Plan, British Sign Language Plan etc.
- Provide expert guidance to services to embed equalities into policy and service delivery.

Performance and Improvement

- Lead development and delivery of corporate performance frameworks, including strategic planning, performance reporting, and benchmarking.
- Oversee production of statutory plans and reports (e.g., Annual Performance Reports).
- Drive a culture of continuous improvement, using data and insight to inform decision making.

Leadership and Management of Team

- Provide direction, coaching, and performance management to the Policy Officers.
- Allocate and prioritise workload across community planning, equalities, and performance functions.
- Lead workforce planning, development, and implementation of HR policies within the team.

Governance and Decision-Making Support

- Prepare reports, briefings, and recommendations for senior leadership teams and Council Committees.
- Contribute to strategic decision making and corporate governance processes.
- Ensure effective risk management and compliance across work areas.

Resource and Project Management

- Manage budgets and external funding streams related to policy and performance activity where applicable.
- Lead and deliver cross-cutting corporate projects and improvement programmes.

Stakeholder Engagement and Representation

- Represent the Council at external and national forums on policy, equalities, and performance.
- Influence and negotiate with internal and external stakeholders to achieve strategic outcomes.

Undertake any other duties appropriate to the grade as required by management.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

You must be educated to degree level or (or equivalent) in a relevant discipline (e.g., Public Policy, Social Sciences, Management) with significant experience in policy development, performance management and/or community planning, along with experience of working at a strategic level within a complex organisation.

Disclosure Scotland:

This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

Scottish Social Services Council:

N/A

Politically Restricted Post

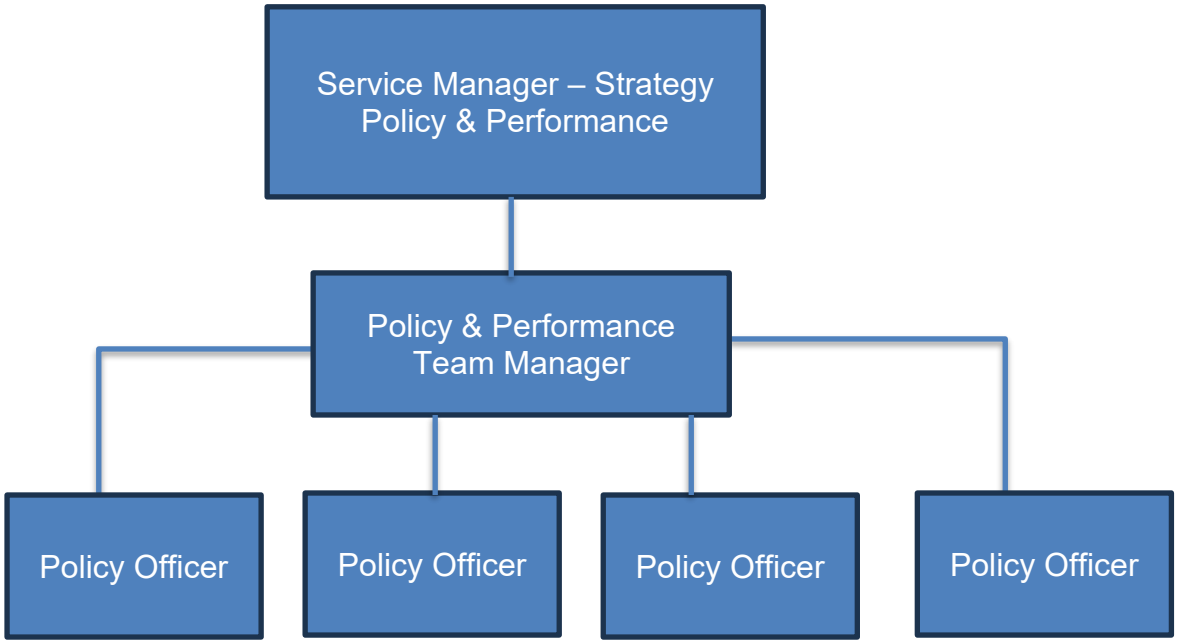
Category 3 – provides advice to Council/Committees and may represent the Council externally

Special Requirements:
None

TEAM OBJECTIVES:

- To develop and deliver high-quality corporate policy
- To lead community planning and partnership working across East Lothian
- To ensure compliance with equalities legislation and promote inclusive practices
- To monitor and improve organisational performance and outcomes
- To provide robust evidence and analysis to inform decision making

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Degree or equivalent qualification in a relevant discipline (e.g., Public Policy, Social Sciences, Management) Evidence of continuous professional development	Postgraduate qualification in policy, management or related field
Previous Experience (Paid & Voluntary Work)	Managing staff and leading teams Strategic policy development Performance management frameworks Partnership and stakeholder engagement Significant experience of leading and delivering corporate equalities work, including ensuring organisational compliance with the Equality Act 2010 and Public Sector Equality Duty Experience of developing, implementing, and monitoring statutory equality outcomes and plans at a corporate level Experience of leading, quality assuring, and embedding Integrated Impact Assessment (IIA) processes across services to inform policy and decision-making	Experience of working within local government or a comparable public sector environment Experience of presenting complex policy, equalities, or performance information to committees or senior leadership forums Experience of leading organisational change or improvement programmes
Knowledge/ Skills /Competencies	Advanced analytical and problem-solving skills Ability to interpret legislation and policy Strong project and programme management	Knowledge of community planning legislation Understanding of equalities frameworks

	Excellent written and verbal communication Ability to influence and negotiate at senior level	
Personal Qualities	Strategic thinker Resilient and adaptable Strong leadership and motivational skills Highly organised with ability to manage competing priorities	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	