

Additional duties for: Policy Officer PO2 to receive honorarium to PO4

- Key point of contact for the corporate support function, policy areas and projects delivered on behalf of the Chief Executive and other senior officers.
- Day to day operational and line management responsibility for the Policy and Corporate Support function of the Chief Executive's Office. This includes agreeing responsibilities and objectives, ascertaining training and development needs, work planning, monitoring performance, assessment and appraisal.
- Support the Strategy and Improvement management team with maximising the use of technology to facilitate efficiencies and improve performance.
- Support the management and control of delegated budgets, resources and assets effectively and efficiently and in line with the council's financial and contract procedures rules.
- Deputise for the Head of Corporate Support, where appropriate and in line with grade.
- Working with the Chief Executive's support team, lead the pro-active horizon scanning and forward planning of the Chief Executive's diary to ensure that opportunities are maximised and they are fully briefed for key meetings and events.
- Lead on preparing advice for the Chief Executive on sensitive issues raised by elected members, MP or members of the public.
- Responsible for working closely with the Customer Relations and Information Governance teams to co-ordinate complaints and FOI/SAR requests received by the Chief Executive.
- Expected to use own initiative and discretion to respond to issues and make decisions with little or no need to refer to senior officers.
- Have and apply knowledge of key local government relationships
- Have and apply knowledge of information governance processes to respond to issues