



Job Description

Role Title: Head of Strategy, Partnerships and Business Planning

Salary: Special D

Location: Sir Henry Mitchell House, Bradford

Reports to: Executive Director of Corporate Governance & Strategy

About us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families, and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people, and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism, and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership, and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support, and promote the welfare of children, young people, and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Department Overview

The Corporate Governance & Strategy Directorate plays a critical role in supporting the Trust's core activities by collectively contributing to the Trust's overall effectiveness and efficiency, developing the Trust's medium and long-term plans, driving good governance and risk management and ensuring that we have effective communication strategies in place.

Within the Directorate we are accountable for the Trust's ICT provision and digital transformation, governance and risk management, strategic leadership of the effective working between the Trust and the Council in respect of corporate functions and strategy and partnerships support, plus management of our service level agreements with the Council in relation to core functions delivered on our behalf.

This is an exciting time to join the team that is growing and working on development and delivery of effective strategic planning aligned to the needs and aspirations of the Children and Families of Bradford Districts.

Role Summary

The Head of Strategy, Partnerships and Business Planning is a member of the Trust's Senior Leadership Team and is accountable for developing and executing the strategic objectives of the service, being the lead policy adviser for the Trust and maintaining strong relationships with the Council and other key stakeholders whilst ensuring a timely and effective information flow.

You will play a pivotal role in shaping the direction and vision of the Trust by leading delivery of the Business Plan through developing and implementing effective strategies, policies, delivery plans and communications. You will also lead the Trust the development and delivery of the Trusts Annual Planning Cycle.

A key responsibility will be to ensure robust analysis of complex issues, provide strategic advice on the Strategy and Policy recommendations to improve organisational effectiveness and to improve outcomes for children and families across Bradford and Districts.

You will lead on all aspects of strategic planning and contributing to the development and delivery of the Business Plan and the development of the Service Plans as well as developing new services to fulfil the departments overall strategic objectives.

Main Duties and Responsibilities

- Oversight of the development and management of the Annual and 3-year planning cycles, ensuring we are compliant with all the prescribed council planning timelines.
- Ensure strong monitoring and delivery of key milestones in the Trust Business Plan and Strategy, providing update reports to appropriate forums.
- Develop and execute the strategic vision for the Trust and ensure the communication of the Trusts Business and Strategic Plans across the organisation.
- Discussing business requirements clearly, so that they are mutually understood, captured, and enable the delivery of the Trusts priorities and ensuring all opportunities for efficiencies and/or investment or new income are maximised.
- Advise the Executive Leadership Team on new strategies and opportunities for the Trust, preparing simple and robust briefings.
- Ensure effective governance arrangements are in place for the management and delivery of effective Trust Policies and standardization of processes.
- Review the organisational effectiveness strategy and develop a refreshed strategy for the next three years which will strengthen the organisation, through working with wider CSC and corporate services.
- Foster strong collaborative relationships with both internal and external stakeholders, advocating partnership working and opportunities for joint projects and services which will support our corporate services.
- Lead a programme of work to delivery research and analysis of current policies, legislation, and horizon scanning for emerging trends to identify strategic opportunities and challenges.
- Effectively manage stakeholder relationships, engaging and influencing partners with credibility and as a critical friend to ensure outcomes and delivery of the Trusts Strategic Plan.
- Anticipate stakeholder concerns, address issues proactively, and maintain positive working relationships.
- Lead strategy and policy development projects, including developing proposals, overseeing the conduct of impact assessments, and engagement with relevant stakeholders.

About you

- Master's degree in leadership, business or strategic planning or another relevant discipline or equivalent leadership experience.
- Proven track record in a senior leadership and management role, focusing on Strategy and Planning and/or Business Development.
- Proven track record of working with colleagues in other organisations to deliver strategic plans, strategic partnerships, and improved organisational outcomes.
- Experience of developing and implementing policies, business cases, bids, and equivalent strategic documents at a senior level.
- Demonstrated track record in developing and executing strategies to achieve organisational goals and enhance stakeholder satisfaction.
- Proven expertise in successfully managing complex projects, including strategic and annual planning and delivery within defined parameters.
- Strong interpersonal skills and the ability to build relationships with stakeholders at all levels, fostering collaboration and consensus.
- Analytical thinking and problem-solving skills, with the ability to anticipate and address stakeholder concerns effectively.
- Excellent written and verbal communication skills, with the ability to convey information in a clear, concise, and unbiased manner.