

2 x Principal Strategy Adviser

Salary: Band 11 (£47,181 - £51,356 per annum)

Hours per week: Your contractual hours are 37 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service.

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

Location: Civic Offices, Portsmouth

Contract type: Fixed term until 31st March 2028

The Service

The Strategy Unit is a small team that reports directly to the Chief Executive. It provides support and advice to the Chief Executive, the Directors and to Cabinet Members and the Council. It is involved in a wide range of policy areas including:

- Local Government Reorganisation
- Devolution
- Major strategic initiatives such as Portsmouth 100
- Corporate governance and performance management
- Nature positive Portsmouth and greening the city
- Strategic approaches to Community Safety
- Armed Forces Covenant
- Supporting major partnerships such as the Partnership for South Hampshire, the Solent Growth Partnership, the Health & Wellbeing Board and its Community Safety sub-group

What are the roles?

The Principal Strategy Adviser provides expert policy advice and strategic support to Cabinet Members, the Chief Executive, Directors and Heads of Service. Each of the two roles will spend about half their time supporting activity relating to Local Government Reorganisation.

One of the roles will work with the Corporate Projects Manager to coordinate and deliver key partnership and strategic work across community safety, violence against women and girls (VAWG), and the Armed Forces Covenant. The role will lead the day-to-day management of defined programmes, projects and partnership workstreams, supporting planning, stakeholder engagement, performance monitoring, reporting and governance activity. Working across organisational and partnership boundaries, the postholder will help translate strategic priorities into practical action, ensuring programmes are effectively coordinated and delivered against agreed objectives.

The other role will work with the Corporate Performance Manager to coordinate activity relating to corporate performance management and corporate governance activity as well as supporting other work undertaken in support of corporate priorities by the Corporate Performance Manager. The role will support and coordinate key partnership arrangements,

and will lead or support bids for external funding, develops strategic recommendations and works with partners to secure improvements for Portsmouth residents.

The postholders will work across the council and with partner organisations, providing research, analysis and advice to support decision-making at a senior level. They will play a leading role in developing policy, interpreting national legislation and guidance, supporting strategic partnerships and ensuring the council's interests are represented in complex multi-agency environments.

The Principal Strategy Adviser will represent the council in a range of internal and external forums and builds effective working relationships with senior elected Members, council officers, partner organisations and voluntary and community sector representatives. The role operates with a high degree of autonomy and professional judgement, often providing advice and recommendations that influence policy, strategic priorities and resource decisions.

Key Responsibilities

- Provide strategic policy advice and support to elected Members and senior officers.
- Interpret local and national policy developments and assess their implications for the council and its partners.
- Lead or support policy development, research, analysis and evaluation activities.
- Coordinate and support strategic partnership arrangements and governance processes.
- Develop reports, briefings and recommendations for Members, senior managers and partnership boards.
- Build and maintain productive relationships with partner organisations and key stakeholders.
- Lead, coordinate or support external funding bids and business cases.
- Represent the council at local, regional and national meetings, boards and partnership forums.
- Chair and facilitate meetings, workshops and partnership groups as required.
- Provide specialist advice on strategy development, commissioning and policy implementation.
- Contribute to the review and development of council policies and strategic approaches.

Who is the person?

Key Qualifications

- Degree level qualification or equivalent relevant experience.

Key Skills and Experience

- Significant knowledge of local and national policy and its implications for local government.
- Experience of providing policy advice and strategic recommendations to senior stakeholders.
- Experience of undertaking complex research, policy analysis and evaluation.
- Experience of working effectively with elected Members, senior managers and strategic partners with awareness of political sensitivities.
- Experience of developing and supporting successful funding bids and externally funded programmes.
- Experience of facilitating and influencing multi-agency partnerships and collaborative working arrangements.



- Ability to analyse complex information and develop evidence-based recommendations.
- Ability to interpret and communicate complex policy issues clearly to a range of audiences.
- Strong stakeholder management, influencing and negotiation skills.
- Excellent written and verbal communication skills, including report writing, briefing preparation and presenting to senior audiences.
- Ability to build effective relationships across organisational and sector boundaries.
- Ability to work independently, exercise sound judgement and make recommendations within broad strategic objectives.
- Ability to manage competing priorities and respond effectively to emerging issues in a high-profile environment.
- Ability to chair meetings, facilitate discussions and support strategic decision-making processes.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

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