#

# EMPLOYEE

## SPECIFICATION Closing Date: 12 Noon 21st August 2019

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| **Dept: Chief Executive’s** | **Section: Policy & External Relations** |
| **Post No:** **CHPJ01006** | **Designation: Policy and Research Officer** | **Grade: 8****SCP 22-24** |

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| **E****D** | **Qualifications:**Educated to degree level or equivalent or extensive relevant experience which demonstrates equivalent analytical abilityRelevant professional qualification |
| **E****E****E****E****E****E****E****E****E****E****E****E****E****HD****D****D** | **Knowledge/Skills/Abilities:**Strong IT skills including the use of Microsoft OfficeSelf-motivated with the ability to effectively manage and prioritise own workloadStrong time management skills with the ability to set targets and work to achieve themAbility to work independently with limited supervisionAbility to be proactive, identifying and developing key areas of policy workExcellent communication skills both written and oralExcellent presentation skillsAbility to produce reports and presentations in appropriate formatsAbility to explain complex issues in a clear and intelligible wayAbility to gather and research information from a broad range of sources, to interpret complex information and to analyse relevant legislation to inform policyKnowledge of research and data management techniquesKnowledge of research analysis approachesAbility to work with a wide range of partners and audiences and to build relationships with key policy influencersKnowledge and understanding of relevant local and Government initiativesAn understanding of the policy environment and political process of local governmentKnowledge of performance management software |
| **E****E****E****E****E****E****E****HD****HD****D** | **Experience:**Significant experience of contributing to and supporting evidence based policy and strategy developmentExperience of identifying, developing and supplying information to meet the strategic policy and operational needs of the organisationExperience of undertaking or commissioning research to provide evidence for policy and strategy developmentExperience of reporting on qualitative and quantitative research or similarExperience of producing high quality written work to influence policy outcomesExperience of developing and managing own projectsExperience of presenting and explaining policy positions to both internal and external audiencesExperience of setting and monitoring performance targets to achieve corporate priorities and organisational valuesExperience of producing corporate performance documentationExperience of working within a local authority |
| **E** | **Special Requirement:**Availability to attend evening and weekend meetings if required  |
|  | NB E Essential HD Highly Desirable D Desirable A Advantageous Date Produced: July 2019 |