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# 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 ability  Relevant 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 Office  Self-motivated with the ability to effectively manage and prioritise own workload  Strong time management skills with the ability to set targets and work to achieve them  Ability to work independently with limited supervision  Ability to be proactive, identifying and developing key areas of policy work  Excellent communication skills both written and oral  Excellent presentation skills  Ability to produce reports and presentations in appropriate formats  Ability to explain complex issues in a clear and intelligible way  Ability to gather and research information from a broad range of sources, to interpret complex information and to analyse relevant legislation to inform policy  Knowledge of research and data management techniques  Knowledge of research analysis approaches  Ability to work with a wide range of partners and audiences and to build relationships with key policy influencers  Knowledge and understanding of relevant local and Government initiatives  An understanding of the policy environment and political process of local government  Knowledge 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 development  Experience of identifying, developing and supplying information to meet the strategic policy and operational needs of the organisation  Experience of undertaking or commissioning research to provide evidence for policy and strategy development  Experience of reporting on qualitative and quantitative research or similar  Experience of producing high quality written work to influence policy outcomes  Experience of developing and managing own projects  Experience of presenting and explaining policy positions to both internal and external audiences  Experience of setting and monitoring performance targets to achieve corporate priorities and organisational values  Experience of producing corporate performance documentation  Experience 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 |