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# JOB

## OUTLINE 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: Grade 8** (SCP 22-24) |

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| **Purpose of Job:**  To be responsible for monitoring developments in the political environment, developing robust and relevant research data and producing regular policy and research updates for Members and the Corporate Management Team in order to inform the Council’s policy position with a particular focus on economic growth, community well-being and social justice. To be responsible for developing and maintaining the Council’s corporate performance management systems and processes, including objective and target setting that enable the Council to measure and monitor progress. |
| **Main Duties/Responsibilities:**   * To work closely with elected Members, the Chief Executive and Senior Officers of the Council to identify and develop key policy areas, to ensure that the Council achieves its strategic objectives particularly in relation to its community wealth building and social justice agenda. * To assist elected Members and the Corporate Management Team to develop, implement, monitor and review key corporate policies and strategies. * To monitor the external political environment and relevant research developments in order to identify potential implications and to inform the strategic activities of the Council. * To build a strong platform for policy and research by developing channels of communication with interested groups and external organisations, providing an evidence base, ensuring buy-in on policy positions and identifying key issues to inform policy development and the Council’s communication strategy. * To maintain up-to-date knowledge of changes and developments in local government particularly in the areas of economic community well-being and social justice. * To research, investigate, analyse and produce statistical and management information from a variety of sources which enable the production and presentation of briefings and reports. * To assist in the preparation of policy, research, information and communication materials for the Council’s website and other media outlets. * To build and maintain relationships with key stakeholders, working in partnership with a range of external organisations including Preston anchor institutions and sharing best practice. * To develop work programmes and undertake projects to explore policy issues as agreed with senior management. * To commission external research, advice and/or support for policy/strategy development in accordance with the council’s procurement rules including the monitoring and evaluation of commissioned work. * To attend and at times speak/present at a range of conferences, events and networking meetings and to provide relevant feedback on key social justice and wealth building issues and initiatives. * To continually review and develop the Council’s performance management framework, ensuring that the Council has accessible and practical systems for recording analysing and reporting performance information at a corporate level. * To provide support and advice to Members and Officers with regard to performance management, monitoring and reporting, providing training on the Council’s systems and processes. * To coordinate the collation and presentation of performance information at a corporate level. * To undertake research and analysis of performance data and to develop and maintain a database of statistics and research for the Preston area to ensure relevant service development and improvement.   NB: The Council is an equal opportunities employer and service provider. The Council has a statutory duty to promote equality. All employees must be aware of that duty and work to the Council’s equality standards. |
| In addition, other duties at the same level of responsibility may be allocated at any time  Date Produced: July 2019 |