pOLICY & communications

**Job Description**

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| **JOB TITLE** | **Policy Officer** |
| **SERVICE UNIT** | **Policy & Communications** |
| **RESPONSIBLE TO** | **Policy and Strategy Service Manager** |
| **JOB I.D. No** | **N14** |
| **GRADE** | **Grade G** |
| **OBJECTIVES** | Supporting the work of the Policy & Communications unit, helping to drive forward a range of policy & communications work. Identifying the need for, scoping and undertaking research and writing reports, briefing notes and communications materials to understand and address key issues impacting on the Borough. |
| **MAIN DUTIES AND RESPONSIBILITIES**   1. To assist in implementing the Unit’s Annual Service Plan as directed by the Policy & Strategy Service Manager 2. Drive the development of effective links between the Chief Executive’s office and other senior management / elected member forums including Executive Board, Executive Cabinet, Executive Team and Senior Management Team. 3. To develop links between policy work at Tameside Council and other public sector organisations. 4. To provide robust advice to officers of Tameside Council on policy & communications related matters. 5. To undertake identify the need for and research and produce reports, briefing notes, communications materials and other and supporting materials 6. To research and provide information in support of corporate initiatives. 7. To support communications activity particularly where associated with a policy initiative. 8. To lead programmes of policy and strategy development across the organisation. 9. To lead complex programmes of work including equalities and consultation programmes. 10. To develop networks and communication forms to support the policy and strategy agenda. 11. To understand national developments affecting local government, including new legislation and policy and to provide appropriate briefings to relevant stakeholders. 12. To contribute to the process of continuous development and improvement of systems necessary for the effective delivery of the Unit’s service. 13. To implement the organisation’s Equality and Health and Safety policies. 14. To undertake such job related duties as may be required from time to time which are commensurate with the grade of the post. 15. To deal fairly and openly with colleagues at all times. | |

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**PERSON SPECIFICATION**

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| **JOB TITLE** | **Policy Officer** |
| **Service unit** | **Policy & Communications** |
| **JOB I.D. No** | **N14** |

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| **1. Qualifications** |  |
| * Degree or equivalent | **E** |
| * Evidence of further training and development relevant to the post | **D** |
| **2. Experience** |  |
| * Evidence of working on a range of high and low level tasks to successful completion | **E** |
| * Experience of research and briefing working | **E** |
| * Experience of developing effective relationships with senior officers and/or elected members. | **E** |
| * Experience of working on projects that cut across service and organisational boundaries | **D** |
| **3. Key Skills & Knowledge** |  |
| * Strong understanding of the role of and current challenges facing local authorities | **E** |
| * Good planning, organisation and co-ordination skills with an ability to prioritise and management a busy workload | **E** |
| * Ability to analyse, organise and communicate complex information and policy proposals effectively and clearly | **E** |
| * Ability to write reports and/or briefing notes. | **E** |
| * Competence in the use of IT and related software | **E** |
| * Competence in the use of social media and other communications tools | **E** |
| * Ability to communicate effectively with people at all levels and from other organisations | **E** |
| * Ability to design and develop research projects on own initiative. | **D** |
| * Knowledge of the application of data analysis and customer research techniques | **D** |
| **4. Key Aptitudes & Personal Qualities** |  |
| * Self-motivation, organisational skills, and the drive and ability to solve problems | **E** |
| * Willingness to take responsibility for own work and development | **E** |
| * Commitment to the principles of customer service (both internal and external) | **E** |
| * Commitment to the principles underpinning equality and democracy | **E** |
| * Interest in local government and delivery of services | **E** |
| * Aptitude for teamworking, with a focus on practical outcomes | **E** |
| * Willingness to undertake further training and development | **E** |

**For Information:**

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.