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| **Department** | **chief executive’s** |
| **Job Title** | **Senior policy officer** |
| **Grade** | **G** |
| **Primary Purpose of Job** | To support the council approach to policy, performance, transformation and partnership working. |
| **Reporting To** | Principal Policy Officers |
| **Direct Staffing Reports** | n/a |

**Main Duties**

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| **1** | Supporting the Principal Policy Officers to ensure that there is an effective performance management framework for the council, Bolton Vision Partnership and other identified stakeholders. This will include:   * Supporting the delivery of Directorate, Corporate and Vision Plans as required. * Activities that ensure that performance management systems are meaningfully delivered and remain fit for purpose. * Activities that promote the better use of performance/intelligence data. | |
| **2** | Support the Principal Policy Officers to engage and work with the voluntary, community and faith sector in Bolton. This will include:   * Activities that support the delivery of the Voluntary Sector Strategy. * Activities to support the smooth operation of the Bolton’s Fund and any other funding relationships with the sector. * Maintaining strong and effective relationships with key groups and individuals in the sector. | |
| **3** | Provide support for improvement and development activity that the team undertakes. This will include:   * Assisting with Local Government Association reviews or similar, when they are overseen by the team. * Support the Principal Officers with any transformation projects that they are responsible for and this is likely to include supporting them with research and benchmarking activities. * Support the Principal Officers with any work they are tasked with around the evolving Greater Manchester agenda and wider regional and national policies. | |
| **4** | Provide support for the team with any procurement exercises that they are responsible for and the subsequent contract management activity. | |
| **5** | Where appropriate contribute to a learning culture within the Division and be prepared to share your learning. | |
| **6** | Ensure that you have up to date knowledge and understanding to articulate how the work of the team contributes to the objectives of the Division, Department and Council. | |
| **7** | Be willing to deputise for the Principal Policy Officers and represent them at meetings as required. | |
| **Date Job Description prepared/updated:** | | **November 2021** |
| **Job Description prepared by:** | | **Corporate Manager - Performance and Partnerships** |



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| **Job Title** | | | **Senior policy officer** | | |
| **Stage One** | | | Disabled candidates are guaranteed an interview if they meet the essential criteria | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | |
| 1. | Detailed understanding of the national, regional and local policy agenda facing local government and the public sector. | | | | Application form/interview |
| 2. | Good understanding of business planning and performance management principles and approaches. | | | | Application form/interview centre |
| 3. | Good understanding of the complex issues around securing better outcomes and the relationships between prosperity, deprivation, inequality and community cohesion. | | | | Application form/interview centre |
| 4. | The ability to think strategically, analyse complex issues and develop practical effective solutions | | | | Application form/interview |
| 5. | Good understanding and knowledge of the political, leadership and management issues facing large and complex councils | | | | Application form/interview |
| 6. | Well developed inter-personal and communication skills and the ability to engage effectively with managers and staff from the council and partners | | | | Application form/interview |
| 7. | Strong project management skills and the ability to deliver on agreed deadlines. | | | | Application form/interview |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | | Experience of business planning and performance management in a similar organisation. | | Application form/interview | |
| 2. | | Appropriate degree, professional qualifications, or equivalent experience. | | Application form/interview | |
| **3. Work Related Circumstances** | | | | | |
| 1. | | Will be required to work outside normal working hours occasionally to meet service demands | | Interview | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
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| **2. Experience/Qualifications/Training etc** | | | |
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| **Date Person Specification prepared/updated** | **November 2021** |
| **Person Specification prepared by** | **Corporate Manager - Performance and Partnerships** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





