

ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

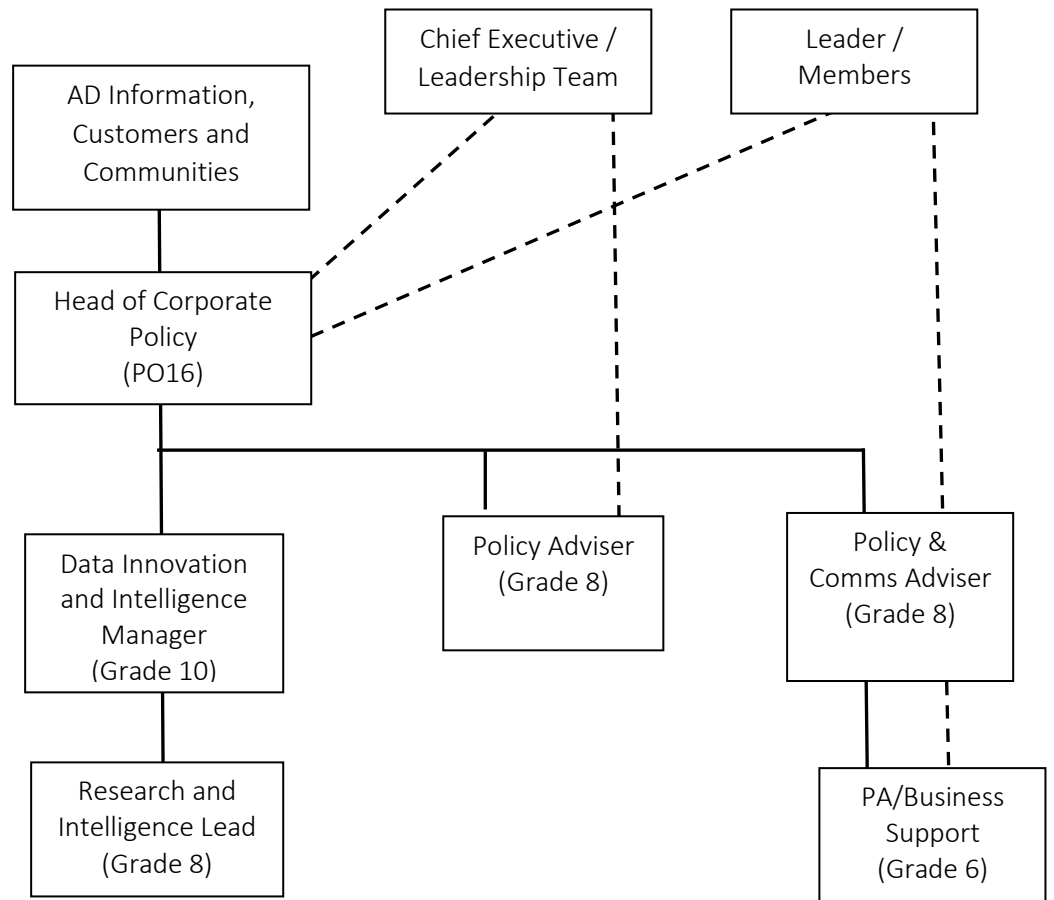
SERVICE	:	NEIGHBOURHOODS
SECTION	:	INFORMATION, CUSTOMERS AND COMMUNITIES
LOCATION	:	NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE (BASE)
Job Title	:	POLICY ADVISER
Grade	:	Grade 8
Accountable to	:	Head of Corporate Policy
Accountable for	:	Research; Policy; Analysis; Business and Project Support
Hours of Duty	:	37

Any Special Conditions of Service The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.

This post is not Politically Restricted in accordance with the current regulations.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational Structure - Tbc



PURPOSE AND OBJECTIVES OF THE JOB

To support the Council in understanding national, regional and local policy developments and the impact for Rochdale communities.

The post holder will undertake research and analysis to inform on a wide range of areas, which will help to set the strategic direction, support decision making and inform service development and delivery. The post holder may also provide business and project support to the Chief Executive.

Based in the Information, Customers and Communities Service, the post holder will contribute to the work of the Corporate Policy, Performance and Improvement function, which offers support across the Council for research, analysis, intelligence, performance and policy development.

Control of Resources

Personnel

Responsible for the direction, support and motivation of self and staff allocated to post-holder or related projects

Financial

Responsible for working in accordance with the financial regulations and procedures of the authority

Responsible for that part of the service's resources which relate to the work of the post holder

Equipment/Materials

To be responsible for all materials and equipment from time to time issued to the post-holder or used by staff allocated to the post-holder

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework

Relationships (Internal and External)

Internal

Head of Corporate Policy

Chief Executive

Wider Leadership Team

Leader of the Council and his/her Cabinet

All services within the Authority

Elected members

Senior Managers

External

Members of the public

Management and representatives of partner organisations

Other key stakeholders and public bodies

Responsibilities

The post holder must:

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of customers is provided

Values and Behaviours

The post holder must:

Approach the job at all times using the values set out in the 'Rochdale Way':

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. Anticipate and identify emerging issues, trends and problems by keeping abreast of national, regional and local policy developments.
2. Deliver accurate and timely advice on policy proposals, changes in legislation and new statutes that will affect the organisation
3. Liaise with senior and other council staff in collating information on a wide range of issues to facilitate critical policy discussion and debate
4. Analyse, interpret and evaluate information on a range of complex subjects to provide policy advice including options and recommendations for resolution of issues or problems
5. Prepare briefing notes, issue and discussion papers, management reports and presentations to inform on key policy issues including for the Chief Executive, Leadership Team, other senior management teams, committees, transformational programmes and project boards
6. Support the implementation of policy decisions by preparing appropriate documentation including strategies, policies and procedures and consulting with key audiences to explain and receive comment on policy proposals. Also support the monitoring and evaluation of corporate policy to ensure continued feasibility of decisions
7. Act as project coordinator and team leader on major policy reviews or cross-sectoral policy issues, including overall management of the project and direction of other staff.

8. Manage local relationships and partnerships on behalf of the Council and the Chief Executive by liaising with community groups, businesses, trade unions, members of the public and other local authorities
9. Provide support to the Council and the Chief Executive in leading on regional priorities and developing effective relationships with GMCA/AGMA
10. Provide support to the Council in the production of research and intelligence and dissemination of policy news and information widely across the Council
11. Contribute to the development of corporate frameworks and processes to support consistent ways of working and continuous improvement
12. Take an active role in steering groups designed to support service development across the organisation offering advice and guidance on the corporate approach
13. Respond to requests for information generated from the work of the Chief Executive and support the work of the corporate policy, performance and improvement function
14. Work with the Chief Executive and his/her Leadership Team to help to ensure effective operation of Council Governance and Executive decision making

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as trainer/facilitator
2. To attend meetings and events as necessary including occasional evening meetings of Council, Cabinet, Overview and Scrutiny Committees, Township Committees and other relevant committees
3. To undertake such duties and responsibilities of an equivalent nature as may be determined from time to time by the service head (or nominated) representative in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative)

Job Description prepared by	Caroline Wolfenden	Date	Revised 24 th October 2016
	_____		_____
Agreed by Post holder		Date	
	_____		_____

**Rochdale Borough Council
Person Specification**

Service :	Neighbourhoods	Post:	Policy Adviser
Section :	Information, Customers and Corporate Services	Post Number :	NECPPP0000004
Job Ref:		Grade:	8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special working conditions		
1 Do you have a flexible approach to working and responding to the needs of the service including travelling and attending evening or weekend meetings when required?	E	Application Form and Interview
(b) Qualifications and Experience		
2 What substantial experience of working in a corporate policy function do you have?	E	Application Form and Interview
3 Do you have a University Degree that would be applicable to working in a corporate policy function within a Local Authority environment e.g. Public Administration, Politics, Social Policy, Business or related discipline?	E	Application Form and Certificate at interview
4 What experience of liaising and consulting with elected members, senior managers, partners and other stakeholders do you have?	E	Application Form and interview
5 What experience of gathering; coordinating and analysing information; data and intelligence to support strategic policy and decision making do you have?	E	Application Form and interview
6 What experience of horizon scanning in order to anticipate and identify emerging issues, trends and problems so as to provide timely policy advice and to facilitate discussion and debate do you have?	E	Application Form and Interview
7 What experience of leading and contributing to project work from inception to completion to support the delivery of outcomes do you have?	E	Application Form and Interview

(c) Skills and knowledge		
8	What is your understanding of the role of local government and the current and emerging issues affecting Local Authorities at a national, regional and local level?	E Interview
9	Good understanding of Rochdale Council including relationships with other bodies; partners and the challenges and opportunities affecting the borough	E Interview
10	What is your knowledge of research methods; tools and data sources to support the coordination and presentation of information?	E Application Form and Interview
11	How would you interpret varied and complex information and identify risks and opportunities?	E Application Form and Interview
12	How would you solve complex problems; develop innovative solutions and identify new ways of working?	E Application Form and Interview
13	Please demonstrate your ability to work as part of a team or collaboratively across different work areas to support service delivery, improvement or change	E Application Form and Interview
14	Please demonstrate your highly developed influencing, negotiating and persuasive skills	E Application Form and Interview
15	Please demonstrate how you would be tactful and diplomatic when dealing with sensitive or confidential issues and circumstances	E Application Form and Interview
16	Please demonstrate your sound judgement when working under pressure and to demanding timescales.	E Application Form and Interview
17	What excellent verbal and written communication and presentation skills do you have?	E Application Form and Interview and assessment
18	What ability do you have to act in a professional manner and promote a positive image of the Council?	E Application Form and Interview
19	How would you demonstrate self-awareness and take responsibility for identifying your own development needs?	E Application Form and Interview
(d) Behaviours and values		
20	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours</p>	E Application Form and Interview
Armed Forces		
21	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	D Application Form

22 If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	Application Form