Job Profile

Position Details	
Post	Policy & Equalities Officer
Service Area	Strategy & Communications Directorate
Reports to	Jim Pomeroy, Policy Team Manager
Grade	PO4
Job Family	

Role Purpose
1. To provide policy and strategy support to Corporate projects and to teams across the Council on a range of projects that deliver on the council's strategic priorities, including its response to priorities emerging from COVID-19. 2. Support and strengthen the organisation in delivering on our equalities objectives and complying with the Equalities Act 2010, ensuring that key Council decisions do not negatively impact on protected characteristic groups.

Main Responsibilities
Develop Policy and Strategy 1. To support the development of policy and strategy on a wide range of high profile, cross-cutting issues as directed by the Head of Policy and Team Manager and in liaison with key Council figures, including the Chief Executive and leadership team, Cabinet Members and Councillors, and officers from across the Council. 2. To horizon scan for, and develop, creative ways in which to incorporate our residents' views and ensure they are at the heart of policy-making and of everything the Council delivers. 3. To facilitate policy development with a focus on achieving outcomes for residents and the organisation. 4. To use data to provide insight for policy design and implementation 5. To recognise opportunities for collaboration across the organisation and identify emerging risks and opportunities. 6. To respond in an agile way to complex and overlapping challenges, recognising your role in catalysing long-term strategic thinking and systems leadership. 7. To deliver policy and strategy papers, briefings and PowerPoint presentations for senior colleagues and elected members.

Collaboration and Delivery

8. To support and build effective, collaborative relationships with colleagues, Cabinet Members and external stakeholders.

9. To contribute to the knowledge, learning and development of self and others, by sharing research and best practice from external organisations, local authorities, central government and think tanks.

10. To deliver products on request by the Policy Team Manager and Head of Policy and other key council figures, on time and to the highest possible standard.

11. Perform all duties with due regard to political sensitivity, tact and diplomacy, and maintain confidentiality at all times.

12. Undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

Providing Equalities advice

13. To ensure that all work is undertaken with due consideration to the Council's equalities duties and objectives, and to make sure that equalities considerations are fully embedded within policy development from the start.

14. To produce Equalities comments and support the work of colleagues in the production of Equality Impact Assessments.

Keep up-to-date with Policy and Council Developments

15. To keep informed about key legislation and associated statutory requirements relevant to your work, including equalities legislation, to ensure that this understanding is central to strategy and policy development at Haringey.

16. Maintain a good working knowledge of the Council's functions and processes and keep up to date with changes.

Generic Responsibilities
1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.

2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

3. Knowledge and experience of using IT.

4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Abilities/Experiences	
• Experience of strategy and policy development	Essential
• Experience of working directly with senior management in a complex, politically-led environment.	Desirable
• Ability to prioritise and manage own workload in a busy environment and use initiative.	Essential
• Demonstrable experience of research and analysis, project management, and policy briefings in either the public, private or voluntary sector.	Essential
• Experience working directly with elected politicians.	Desirable
• Understanding of how to carry out data collection, research and analysis, and of using this to inform project management.	Essential
• Project management experience.	Desirable
Qualifications (only if applicable)	
• Educated to degree level.	Essential
• Project management qualification	Desirable
Knowledge/Skills	
• Knowledge of the main issues impacting on local government.	Essential
• A demonstrable ability to think creatively, network and develop strong working relationships both internally and externally.	Essential
• Excellent written and verbal skills, able to draft correspondence and deal with matters in a sensitive manner.	Essential
• Knowledge and experience of project planning.	Desirable
• Knowledge of qualitative and quantitative research methods.	Essential

Main Contacts & Other Information

Main Contacts:

1. Policy Team Manager
2. Head of Policy
3. Assistant Director of Strategy & Communications
4. SLT and Corporate Management Group
5. Leader and Cabinet Members
6. Key external partners and stakeholders

Organisational Structure

The Policy team is a small team of three FTE, in addition to the Policy Team Manager, reporting to the Head of Policy.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.
If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	100%	Use of a computer.	Yes	95%
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.	Yes	50%	Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.	Rarely	2%
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.	Yes	95%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

IT equipment; resources allocated to specific projects as directed by the team manager

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

No

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

No

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

No

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Yes – maintaining, updating and analysing project plans and data will be a key element of the role.

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

No