

Job Profile

Position Details	
Post	Policy & Equalities Officer
Service Area	Strategy & Communications Directorate
Reports to	Louise Hopton Beatty, Policy Team Manager
Grade	PO5

Role Purpose
<ol style="list-style-type: none"> 1. To lead and support the development of policy and strategy on a wide range of high profile, cross-cutting issues as directed by the team manager and in liaison with senior management. 2. Working with colleagues from legal and HR, provide support and advice to senior management to ensure compliance with the Equalities Act 2010 and that as an organisation we deliver and are mindful of our corporate equalities objectives. 3. To support the delivery of a range of other projects from the organisation's work programme as allocated.

Main Responsibilities
<ol style="list-style-type: none"> 1. To develop innovative, evidence-based policy and strategy, working with senior colleagues from across the Council and partner organisations; and to make sure that it is deliverable within available resources. 2. To develop innovative and creative ways in which to ensure customers are at the heart of policy-making and of everything the council delivers. 3. To contribute to the development of policy-making capability across the organisation and to ensure that all policy is informed by a wide range of robust evidence, including customer insight. 4. To provide advice and support to colleagues as appropriate, providing clear guidance and support to secure high quality outcomes for all projects for which the postholder is responsible. Liaise effectively with the appropriate line manager(s) to ensure project delivery is to a high standard. 5. Keep an up to date understanding and knowledge about key relevant legislation and associated statutory requirements, including equalities legislation, ensuring that this understanding is central to strategy and policy development. 6. To act as a key contact for stakeholders and partners, advising and supporting them in relation to the changing policy context and developing strong, trusting relationships with senior colleagues and Cabinet Members.

7. As directed by the team manager, develop strategies for the transformation of Council; making connections across sectors and identifying innovative solutions to complex problems faced by the public sector.
8. To ensure that all work is undertaken with understanding, knowledge and application of the partnership and Council's equalities policies and aspirations and to make sure that equalities considerations are fully embedded within policy development from the start.
6. Maintain a good working knowledge of the Council's functions and processes and keep up to date with changes.
7. Maintain a safe and healthy working environment and ensure that the Council's policies in this area are adhered to.
8. Perform all duties with due regard to political sensitivity, tact and diplomacy, and maintain confidentiality at all times.
9. Undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

Generic Responsibilities
<ol style="list-style-type: none"> 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
<p>Abilities/Experiences</p> <ul style="list-style-type: none"> • Experience of working directly with senior management in a complex, politically-led environment. • Ability to prioritise and manage own workload in a busy environment and use initiative. • Demonstrable experience of research and analysis, project management, and policy briefings in either the public, private or voluntary sector. • Experience working directly with elected politicians. • Understanding how to carry out data collection, research and analysis, and using this to inform project management. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>

<ul style="list-style-type: none"> • Project management experience. 	Desirable
<p>Qualifications (only if applicable)</p> <ul style="list-style-type: none"> • Educated to degree level. 	Essential
<ul style="list-style-type: none"> • Project management qualification 	Desirable
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Knowledge of the main issues impacting on local government. 	Essential
<ul style="list-style-type: none"> • A demonstrable ability to think creatively, network and develop strong working relationships both internally and externally. 	Essential
<ul style="list-style-type: none"> • Excellent written and verbal skills, able to draft correspondence and deal with matters in a sensitive manner. 	Essential
<ul style="list-style-type: none"> • Knowledge and experience of project planning. 	Essential
<ul style="list-style-type: none"> • Knowledge of qualitative and quantitative research methods. 	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Head of Policy & Cabinet Support 2. Assistant Director of Strategy & Communications 3. Corporate Board, Corporate Management Group and Corporate Leadership Group 4. Leader and Cabinet Members 5. Key external partners and stakeholders

Organisational Structure
<p>The Policy team is a small team, with the Policy Team Manager managing four Policy and Equalities Officers. They report into the Head of Policy and Cabinet Support.</p>

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	80%	Use of a computer.	Yes	60%
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.	Yes	30%	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	75%

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