

Job Description

Job Title: Strategy and Policy Officer

POSCODE: CCC2668

Grade: SO2

Overall purpose of the job

Reporting to the Strategy and Policy Manager, the Policy and Strategy Officer will play an important role in ensuring that work relating to the creation or review of policies and strategies is delivered to a high standard. This will require working to tight deadlines, deploying strong interpersonal and team working skills, and working sensitively and effectively across organisational boundaries. It will support the council with a range of ongoing tasks in relation to policy development, implementation and review.

The role plays a key role supporting the Senior Strategy and Policy Advisers to ensure that robust evidence on new policy interventions is captured, tracked and reported, so that policies and strategies are examined to assess their effectiveness, identify unintended consequences, and inform future decisions, ultimately aiming to improve public outcomes and ensure efficient resource allocation. The primary goal is to determine whether policies are achieving their intended objectives and whether they are having the desired impact on the target population.

The role therefore requires an analytical and creative approach, with experience of strategy and policy analysis as well as an understanding of local government and the local, regional and national challenges and opportunities for the public sector.

The Strategy and Policy Officer's will support the Strategy and Policy team to deliver the council's overall business planning process, including the co-ordination of templates and submissions for approval through the Business Planning governance process and capturing and tracking benefits realisation – this will require close liaison with colleagues in finance, with service leads and with colleagues supporting the development and review of evidence-led business planning across the council.

Main accountabilities

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1.	Policy and Strategy <ul style="list-style-type: none"> • Responsible for staying abreast of changes in Central and Local Government policies and strategies and understanding the implication of these for council policies and strategies. • Supporting the Strategy and Policy team to ensure the effective review and updating of policies, strategies and evaluation approaches. • Supporting the work to ensure these policies and strategies flow through into the annual business planning process and Directorate/Service plans – ensuring a 'golden thread' from our strategies through to our delivery. • Coordinating responses to information requests relating to policy. • Keeping accurate records on policy decisions and the evidence used to inform them. • Engaging with services and senior management to present changes in policy or strategy alongside the implication for the council and its services. • Contributing to the collation of evaluation evidence to assess the effectiveness of policies.

2.	Monitoring policies <ul style="list-style-type: none"> Horizon scan to identify emerging trends and evaluate policy and strategy updates from Central and Local Government, and from the wider public sector, to assess the impact on the Council and its partners. Supporting the development of and updating of corporate policies and strategies, including recording creation/review dates.
3.	Supporting effective management processes <ul style="list-style-type: none"> Ensure decisions made on information, policies and business planning submissions are captured, tracked and reported. Work closely with Insight colleagues to ensure policy and strategy development and evaluation is supported and informed by local evidence and insight. Identify, update and report on risks relating to policies, strategies, business cases ensuring these are captured in the appropriate place/level in our risk registers. Engage with the council's project delivery teams to ensure projects identified in the business planning and change process are captured within the forward schedule of policy delivery and evaluation work.
4.	Communication and Engagement <ul style="list-style-type: none"> Capture and track key decisions at committees to record and disseminate actions relating to policy and strategy delivery, review or evaluation. Analyse, interpret and explain complex issues relating to policies and strategies to a wide range of audiences, presenting information in a clear and meaningful way which enables services to incorporate any updates or implications. Write policy briefings to clearly and concisely disseminate evidence. Be able to communicate with and influence others in a professional, open and constructive manner, challenging others sensitively to ensure work is delivered on time.
5.	Development <ul style="list-style-type: none"> Stay up to date with policy and strategy development and evaluation methodologies and best practices.
6.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
7.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification.	Any degree level equivalent in politics, sociology, economics, or related fields	Essential
Relevant professional qualification	Any relevant qualification or membership	Desirable

or membership;

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential
Knowledge		
Policy and Strategy	<p>Awareness of the National and Local Government agenda, including policy agenda, current issues and challenges.</p> <p>Familiarity with the policy-making processes.</p> <p>Ability to gather local information from a range of sources and using it to inform the development of strategies and policies.</p>	Essential
Evaluation	<p>Awareness of a range of evaluation frameworks and methodologies.</p> <p>Knowledge and understanding of the National guidance on incorporating evaluation into the policymaking process e.g. Magenta Book</p>	Essential
Stakeholder Management	<p>Understanding of context and potential effects of an issue/change within the local government environment and ensures all stakeholders are kept appropriately informed.</p>	Essential
Skills		
Strategic Thinking	<p>Awareness of organisational implications and political priorities and strategy across a range of areas of work.</p> <p>Ability to approach problem solving in a creative and insightful way to provide innovative solutions.</p>	Essential
Communication	<p>Ability to interpret and explain complex issues to a wide range of audiences, presenting findings in a clear and meaningful way.</p>	Essential

	<p>Skilled at writing and supporting the preparation of papers, with the ability to identify and adapt to meet the needs of a range of audiences.</p> <p>Excellent inter-personal and communication skills.</p>	
Collaborative Working	<p>Confidently engages with stakeholders and colleagues at all levels.</p> <p>Ability to challenge where necessary using good influencing skills.</p>	Essential
Excellence	<p>Ability to work at fast pace to deadlines and be proactive.</p> <p>Ability to work flexibly and adapt to changes in demand at short notice.</p> <p>Ability to digest information from a number of sources to develop conclusions and implications.</p>	Essential
Experience		
Subject Matter Experience	<p>Experience in analysing information and compiling and presenting clear, concise reports to senior officers.</p> <p>Experience of identifying national policy to draw conclusions for implications at a local level.</p> <p>Experience of supporting strategy and policy development with a variety of stakeholders.</p> <p>Experience of documenting and maintaining evaluation processes and related resources.</p>	Essential
Equality, Diversity and Inclusion	<p>Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.</p>	Essential
Net Zero	<p>Ability to contribute towards our commitment of becoming a net zero organisation.</p>	Essential

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Disclosure level

What disclosure level is required for this post?	None	Basic
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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