

Strategy Directorate

Policy Project Officer Job Description and Person Specification

January 2017

Job Description

Job Title:	Policy Project Officer
Department:	Strategy Directorate
Function:	Strategy Team
Team:	Strategy Team
Post number:	
Grade:	LBR 10
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36
Base location:	Lynton House, Ilford
Reports to: <i>Job title</i>	Head of Policy, Equalities and Communities
Responsible for: <i>Job titles of direct reports</i>	No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion
Role purpose and role dimensions: <i>Overview of the job</i>	<p>This is an exciting time to be working for the London Borough of Redbridge. With a new management team we are renewing the way we work to create an innovative council and a thriving borough. The Strategy Directorate is at the heart of this. Our strategy team is made up of a flexible pool of multi-skilled staff able to support a wide range of projects across the council. These will range from traditional policy work to supporting service redesign, commissioning services from partners and driving the council's performance and equalities agendas.</p> <p>The main duties and responsibilities include:</p> <ul style="list-style-type: none"> • Provide support to the development of strategies, policies and projects which implement the council's strategic objectives. • Provide support to strategic projects and initiatives • Monitor External Equality, Diversity and Inclusion action plan and provide report on the progress implementing corporate strategy aims. • Assess the implications of central government legislation and policy directives to provide practical recommendations to senior decision makers • Research best practice and innovation across the public sector, promoting new approaches across the council and driving positive change. • Support the development of external partnership relationships and collaboration with the voluntary, community and public sectors. • Develop positive working relationships with senior management and provide regular briefings on issues related to the delivery of corporate projects and policy. • Provide support to the council's transformation projects. • Provide administrative support to the council's public consultation and engagement activities to enable local communities to influence and shape proposals and services.

Key external contacts: <i>Organisations</i>	Partner agencies in the public sector Local community and voluntary organisations Residents Neighbouring boroughs Local government representative organisations.
Key internal contacts: <i>Job titles or groups of staff</i>	Management Team Corporate Directors, Operational Directors, Heads of Service and staff.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	
Key areas for decision making:	<ul style="list-style-type: none"> Assessing effectiveness and value of alternative policy options and recommendations. Assessing the appropriateness of proposals to improve service delivery and achieve the council's corporate ambitions. Appropriate professional standards of behaviour and judgement in interaction with elected Members, members of the public and colleagues.
Other considerations: <i>E.g. working patterns</i>	Post may be required to work some evenings for purposes of attending committees and public meetings.

Key accountabilities and result areas:	Key elements:
Strategy and policy development	This will involve: <ul style="list-style-type: none"> Contributing to the development of corporate strategies in collaboration with colleagues in the Strategy team and service departments. Supporting the work of the strategy team working with Directors and senior officers to embed strategic objectives within operational delivery. Monitoring, reporting and evaluating the impact of corporate aims and initiatives. Working with service departments to identify improvements, remove barriers to progress and problem solving. Ensuring the implementation of the council's External Equality, Diversity and Inclusion strategy and action plan
Evaluating impact of central government legislation and policy direction	This will involve: <ul style="list-style-type: none"> Assessing the potential impact and implications of government legislation and policy direction and forming recommendations appropriate to the specific circumstances of Redbridge. Horizon scanning to identify potential opportunities or risks posed by changes in legislation and forming appropriate responses. Supporting the preparation of reports and briefing documents for management team on relevant policy implications and legislative changes. Providing research to support the preparation of reports for management team.

Promoting best practice and innovation	<p>This will involve:</p> <ul style="list-style-type: none"> • Seeking innovation and best practice in public policy and service delivery to inform the transformation and improvement programme within Redbridge. • Working within transformation project teams providing strategic advice to shape projects and achieve improvement in service delivery. • Supporting events and staff briefings promoting innovative ways of working and improvement.
Supporting collaborative external partnerships	<p>This will involve:</p> <ul style="list-style-type: none"> • Providing research to support the production of reports and strategy documents to inform decision-making by the council's partnership boards. • Supporting local community sector projects and initiatives with partners to promote collaboration and co-design of services which respond to the needs of local residents improving the quality of life. • Assisting at local partnership events and promoting the impact and outcomes of partnership working.
Engaging and consulting the public	<p>This will involve:</p> <ul style="list-style-type: none"> • Assisting the delivery of engagement and consultation events to enable local people to shape council policy influencing service delivery and the future of the borough. • Analysing resident feedback to inform the development of the council's strategic policies and future service priorities. • Preparing briefing notes on issues raised by members of the public, seeking responses from departments and following up on progress to resolve issues.
Promoting excellence in equalities and diversity.	<p>This will involve:</p> <ul style="list-style-type: none"> • Integrating excellent equalities practices into the work of the strategy team and development of projects. • Supporting the work of the Corporate Equalities Steering group with advice, reports and impact data.
General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.

Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> Taking responsibility for continuing self-development and participating in training and development activities. Participating in the ongoing development, implementation and monitoring of the service plans. Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Policy Project Officer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Educated to degree level or equivalent	A-I	2
Minimum experience/ knowledge/ skills:	<ul style="list-style-type: none"> • Experience of forming successful policy proposals and implementing relevant recommendations. • Experience of analysing complex information and drawing meaningful conclusions for appropriate action. • Experience of participating and contributing to project teams to effect successful change. • Experience of public consultation and engagement projects and communicating with members of the public. • Knowledge of research techniques and ability to summarise complex information clearly. • Understanding of local government. • Understanding of equalities and diversity issues. • Good report-writing and oral communication skills. • Ability to prioritise, plan and deliver own work programme within deadlines. • Ability to understand and interpret numerical data. • Ability to work under pressure. 	A-I A-I A-I A-I A-I A-I A-I A-I A-I A-I A-I	3 3 3 3 3 3 2 3 3 3 3
Minimum behaviours: Customer service	<ul style="list-style-type: none"> • Strong commitment to delivering excellent services to customers • Strong focus on realising benefits • Seek continuous improvement to methods of work and personal improvement • Gives clear and honest feedback to colleagues and partners and embraces feedback about their own job performance • Has a high level of personal 'drive', energy and enthusiasm, able to demonstrate a capacity for sustained effort and performance 	A-I A-I A-I A-I A-I	3 3 2 3 3
Communicating and influencing others and working together	<ul style="list-style-type: none"> • Able to present complex issues to and communicate effectively with a range of audiences; • Able to develop and maintain relationships with politicians and colleagues; • Confident communicator • Challenge, negotiate and influence senior managers and others where required • Display tact, diplomacy and confidentiality in relationships with colleagues. 	A-I A-I A-I A-I A-I	3 3 3 3 3

Analysis and judgement	<ul style="list-style-type: none"> Understand the value of analysis and making difficult decisions under pressure; Ability to interpret source information and present it in a way that enables decisions for senior officers Ability to collate information from a range of sources and devise a vision for the long term and implement plans to deliver the strategy. Has a keen attention to detail and ability to understand complex information in a short period of time. Ability to work cross directorate to achieve organisational goals 	A-I	3
		A-I	3
		A-I	3
		A-I	3
		A-I	3
		A-I	3
Driving improvement	<ul style="list-style-type: none"> Strong commitment to delivering excellent services to customers Strong focus on realising benefits Seek continuous improvement to methods of work and personal improvement Gives clear and honest feedback to colleagues and partners and embraces feedback about their own job performance 	A-I	3
		A-I	3
		A-I	3
		A-I	3
Adaptability	<ul style="list-style-type: none"> Be flexible and have the ability to adapt to different challenges. Willingness to shift and amend plans in line with corporate priorities Adapting outputs to policy/legislation changes Strong willingness to adapt to a changing landscape Make decisions at the appropriate time, taking into account the needs of the situation, priorities, constraints and the availability of necessary information 	A-I	3
		A-I	3
		A-I	3
		A-I	3
		A-I	3
Leadership and managing people (for those with line management responsibility)			
Strategic perspective (for senior management posts)			
Special conditions:			
Signature of Employee:	Name:	Date:	