

Job Description

Job Title	Compliance, Communication, and Policy Officer
Directorate	Children and Young People's Services
Service Area	Education
Grade	7
Competency Level	2
Salary	£39,513 – £44,711
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced with Child Barred List (Child Workforce)
Job Evaluation Ref No	A9943

Job Purpose

To provide advice, guidance and support in relation to Local Authority statutory functions for school governance, curriculum development, Standing Advisory Council on Religious Education (SACRE), educational visits and education policy updates.

The postholder will work closely with schools, governors, and stakeholders to ensure high standards of education and statutory compliance across all areas of responsibility.

This includes developing and disseminating policy and best practice updates and regularly communicating with stakeholders.

Directly Responsible For:

Not applicable

Directly Responsible To:

Education Partnership Manager

Main Areas of Responsibility:

- Build effective partnerships with schools, governing bodies, and external stakeholders
- Represent the LA at regional and national education networks
- Contribute to strategic planning and school improvement priorities
- Ensure timely and accurate communication across all areas of responsibility.
- Uphold and promote equality, diversity, and inclusive practices
- Act as a key conduit for relaying education policy changes from national and regional bodies
- Interpret, summarise, and communicate complex policy updates clearly and accessibly
- Coordinate briefings, newsletters, and digital communications to ensure timely awareness of legal and procedural changes for external partners
- Support schools in implementing policy changes in practice, providing contextual advice and resources
- Provide expert advice, training, and support to governors and clerks
- Coordinate recruitment, induction, and ongoing development of governors, with a focus on equity, diversity and inclusion

- Monitor governance effectiveness and ensure alignment with Department for Education (DfE) expectations
- Maintain communication channels for policy changes and local guidance to schools and other educational settings
- Disseminate updates on curriculum policy, frameworks, and subject guidance.
- Act as the professional advisor to SACRE, supporting its statutory functions
- Coordinate meetings, agendas, minutes, and the SACRE Annual Report
- Liaise with faith communities, schools, and national RE bodies
- Support schools in implementing the agreed RE syllabus and monitor RE provision
- Lead the oversight and quality assurance of educational visits
- Ensure compliance with OEAP National Guidance and LA policies
- Deliver EVC training and provide advice on risk assessment and safety
- Ensure all relevant data, recording and communication systems and licences are in place and up to date. Reviewing processes and systems as services and technology develop and change

Supervision and Management Responsibility:

- This role has no line management responsibility; however, the role holder is expected to provide training to other team members and supervise and support team colleagues and their workload

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The role may require occasional travel to schools and other settings, which may involve periods of standing, commuting and walking

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Qualified Teacher Status or relevant educational or policy background (A)
- In-depth knowledge of UK education policy and statutory frameworks (A/I)

Desirable

- Communications design and development background
- Knowledge of OEAP guidance and training in educational visits leadership

Experience

Essential

- Up to date and thorough knowledge and understanding of the legislation, work practices, systems, processes, and procedures relevant to the role (A/I)
- Experience supporting governance, curriculum, RE, or school compliance (A/I)

Desirable

- Experience managing communication strategies or policy briefings for schools
- Experience of policy development and writing
- Familiarity with SACRE structures and RE curriculum implementation



Skills/Abilities

Essential

- Experience writing and delivering training programmes (A/I)
- Proven ability to build relationships and influence across a diverse stakeholder group (A/I)
- Strong written and verbal communication skills, with experience interpreting policy (A/I)
- Strong planning, organisational and IT skills (A/I)

Desirable

- Ability to use IT effectively to support communication, workload and a flexible working approach
- Ability to use digital platforms to engage and update schools and governors

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Ability to demonstrate a commitment to own professional development and that of other colleagues
- Ability to understand and demonstrate a commitment to equality and diversity

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level