

## Job Description

<b>Job Title</b>	Policy Officer
<b>Directorate</b>	Strategy and Change
<b>Service Area</b>	Policy Intelligence and Performance
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£38,223 - £43,421
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	A9255

## Job Purpose

To provide analysis, research, briefings, and assist the policy team and division in providing corporate support for developing plans, strategies, policies and other initiatives.

### Directly Responsible For:

Not applicable

## Directly Responsible To:

Head of Policy

## Main Areas of Responsibility:

- To assist the policy team and wider division in developing, monitoring, reviewing and refreshing the Council Plan
- To co-ordinate and contribute to the cycle of regular corporate briefings for the Leader and Chief Executive, including Combined Authority meetings and network/partnership meetings (e.g. LGA, Core Cities)
- To assist in the production of fortnightly policy announcements for circulation to the leadership team
- To maintain a high level of knowledge of new and emerging policy trends and produce policy 'insight' briefings and horizon scanning
- To maintain the corporate framework of policy and strategies, undertake policy and data analysis, and to assist in the development of new plans and strategies
- Undertake desk top research to identify good practice and help articulate the evidence base and rationale for corporate plans and activities, independently and in support of the Policy team
- To engage and participate in strategic networks and partnerships and specifically share and summarise policy insight, intelligence, and good practice

## Supervision and Management Responsibility:

- No supervision or management responsibility.

## 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 job includes using a computer and sitting at a desk for prolonged periods of time.

## 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 **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

- Relevant degree, postgraduate qualification or equivalent level qualification (A)

### Desirable

- Commitment to continuing professional development

## Experience

### Essential

- A broad knowledge and interest in public policy and issues affecting local government and cities (A/I)
- Demonstrable knowledge and expertise within a specific policy area (A/I)
- Experience of developing strategies and plans (A/I)
- Experience of analysing data, best practice and research to inform strategy development (A/I)
- Experience in a support role involving regular interaction with senior managers and other key stakeholders (A/I)
- Experience of successfully servicing meetings and following up actions (A/I)

## Desirable

- Experience of working in local government and political awareness (I)
- Experience of successfully working with multi-disciplinary teams to develop strategy and deliver specified objectives (I)

## Skills/Abilities

### Essential

- Excellent written and verbal communication skills, including the ability to write concise, accurate reports and to clearly communicate complex information in a manner appropriate to different audiences (A/I/T)
- Strong analytical skills with an attention to detail and an ability to identify and summarise key issues (A/I)
- Ability to work well both independently and as part of a team, working inclusively and supportively with others to achieve shared objectives (I)
- Excellent organisation skills with the ability to plan, coordinate and prioritise your own workload, managing time effectively and delivering within timescales to a high quality (I)
- Self-motivated with the ability to react quickly to changing work priorities and manage competing deadlines (I)
- Proficient in Microsoft 365, including MS Outlook, MS Teams, MS Word, MS Powerpoint and MS Excel (A)

### Desirable

- Political sensitivity and the ability to exercise discretion and confidentiality
- Good team working and management skills including co-ordinating and overseeing project-based working covering a range of disciplines

## Commitment

### Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council