

POLICY OFFICER (1)

Reference No.	I085.01	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Professional 1	Grade	FC7

Purpose

To work with Council Services and Community Planning Partners to support the development, implementation and evaluation of policy to deliver community planning and Council outcomes.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Advising Services, customers and Councillors on managing and delivering policy and services by identifying, planning and developing approaches and systems.	<p>Educated to SCQF level 9 which includes a Degree or equivalent</p> <p>Risk Management experience</p> <p>Qualified in a numerate or statistical discipline</p> <p>Significant experience of working in an organisational improvement/change management capacity within business change management disciplines</p> <p>Customer Service/care skills (Focus on customers - See 'How We Work Matters' Framework)</p>	<p>✓</p> <p></p> <p></p> <p>✓</p> <p></p>	<p></p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p>

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Managing and communicating information effectively so that clients are kept up to date with internal and external developments.	Communication skills Interpersonal skills	✓ ✓	
Managing a range of policy projects and activities within agreed areas of service delivery in line with agreed standards and deadlines. Maintaining work, project and programme plans as necessary.	Ability to balance effective work programming, meeting deadlines and monitoring with flexibility in reacting to urgent work and changing priorities Time management skills Prioritisation skills Ability to operate effectively while under pressure and cope with uncertainty (Take ownership)	✓ ✓ ✓ ✓	
Managing policy evaluation activities.	Experience of performance improvement and evaluation methodologies such as process mapping, service planning and performance reporting (Deliver results)		✓
Collecting, analysing and interpreting research performance, management and other information.	IT Skills e.g. Microsoft Excel, SQL, VBA, SPSS or similar (Embrace technology and information) Experience of using Geographic Information Systems and spatial analysis		✓ ✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Applying a range of research and policy methodologies in a practical setting.	Experience of information analysis and solution development	✓	
Undertaking and developing approaches to engagement in the development, delivery and evaluation of policy.	Practical experience of collection, analysis and interpretation of a range of data Experience in the use and manipulation of data including data cleaning, formatting and presentation	✓	✓
Reviewing and monitoring the impact of policy across the Council and community planning partnership.	Ability to adapt approaches where appropriate and respond to changing requirements	✓	
Preparing reports for senior managers.	Report writing skills	✓	
Developing and delivering training materials and presentations.	Experience of developing and delivering training materials and presentations		✓
Monitoring budgets and reporting on resource issues as appropriate.	Experience of budget and resource management	✓	
Leading internal meetings and focus groups including user-group and project meetings.	Ability to work with and co-ordinate a wide variety of people to achieve desired outcomes in a workshop environment (Work together) Conflict handling skills	✓ ✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Keeping up to date with agreed areas of practice and sharing this expertise across the Council.			
Liaising with other Teams and Services to ensure that packages of policy support are integrated with other relevant areas of work.	A flexible approach and the ability to embrace change	✓	
Contributing to the development of Community and Corporate Development plan.	Ability to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results