



POLICY OFFICER

£19,621 - £30,011 (SCP 22 – 36)

Local government plays a vital and significant role in shaping, influencing and informing a wide range of issues affecting citizens and communities across the North East. One of the Association's key aims is to deliver a strong voice for the local government sector in the region.

An opportunity within the Association's Policy Team has arisen. The successful candidate will be responsible for supporting the implementation and delivery of local government policy priorities of the Association across a range of areas impacting on citizens' economic, social and environmental well-being.

The post will involve supporting both Policy Managers and members of the Management Team with researching local, city / sub-regional, regional and national policy issues to help inform Association lobbying and advocacy activity.

The post-holder will also have responsibility for organising events, seminars, conferences and meetings aimed at Members and Officers in support of the Association's agenda, and representing the 'public face' of the Association to external partners and the public.

Educated to at least degree level or equivalent, applicants should be able to demonstrate experience of working in public policy. A high standard of report writing is essential, as are communication, organisational, planning and administrative skills.

The post-holder will be based in the Guildhall in Newcastle, with the opportunity to work across the region.

Apply on line at www.northeastjobs.org or e-mail enquire@northeastcouncils.gov.uk for an application pack. For an informal discussion about this opportunity, please call Kate Bond, Policy Manager on 0191 261 3921, or e-mail kate.bond@northeastcouncils.gov.uk

For more information about the Association and its work, please visit www.northeastcouncils.gov.uk

The closing date for applications is noon on 12 March 2010.





JOB DESCRIPTION

JOB TITLE: Policy Officer
GRADE: £19,621- £30,011 (SCP 22 - 36)
BASE: Guildhall, Newcastle upon Tyne
MANAGED BY: Policy Manager

1. SUMMARY OF THE POST

- 1.1 To be responsible for supporting the implementation and delivery of policy priorities of the Association in the context of its Manifesto, Corporate Plan and Delivery Plan.
- 1.2 The postholder will be responsible for supporting input into and developing work on policy as it affects citizens' economic, social and environmental well-being.
- 1.3 The work will involve supporting one or more Policy Managers and members of the Association's Management Team with researching local, sub-regional, regional and national policy issues to help inform Association lobbying and advocacy activity.
- 1.4 The postholder will be line managed by an arrangement between both Policy Managers as part of a single policy team.

2. JOB PURPOSE

- 2.1 To provide a policy support service for the Association, consistent with its overall aims, objectives and priorities.
- 2.2 To provide effective policy and organisational support (liaison with Chairs, Members and Council Officers, research, report and minute writing, actioning outcomes etc) in respect of the Association's agenda.
- 2.3 To organise events, seminars, conferences and meetings aimed at Members and Officers in support of the Association's agenda.
- 2.4 To promote and profile the Association's work through effective communication, and contribution to newsletters, bulletins, Website and speech writing.
- 2.5 To undertake research and consultation with local authorities, city / sub-regional and regional partners to inform the Association's response to Government and regional consultation documents.
- 2.6 To represent the 'public face' of the Association to external partners and the public, including effective handling of enquiries and presentations.
- 2.7 To prepare reports and provide support for the Association Plenary, Leaders and Elected Mayors Group, and to other fora and Groups as appropriate across a range of policy areas.
- 2.8 To build and maintain networks to support effective means of consultation with relevant local authority and regional contacts to inform policy positions.
- 2.9 To contribute to the analysis and development of regionally significant strategy and policy documents.
- 2.10 To assist in identifying and assessing external influence which might impact on the Association and its policies.
- 2.11 To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. In accordance with relevant legislation and Association policies, the postholder is expected to take reasonable care of his/her health, safety and welfare, and that of other persons who may be affected by the performance of his/her duties.
- 2.12 In carrying out the duties and responsibilities set out within the Job Description, the postholder will be expected to demonstrate commitment to and comply with the requirements and spirit of the Association's Equal Opportunities Policies.

- 2.13 The postholder will be responsible for identifying his/her personal training and development needs in discussion with his/her line manager and will be expected to participate in any training and development activities identified and agreed as relevant to his/her personal development.
- 2.14 To carry out any other reasonable duty appropriate to the grade.

3. KEY RESULT AREAS

- 3.1 High standard of report writing and minute taking, underpinned by thorough research and development of a strong evidence base.
- 3.2 Contributing to the performance of a team which functions to an excellent standard, and provides a high quality service to both internal and external colleagues.
- 3.3 Demonstration of effective consultation to support the development of evidence based policy and positions. Excellent organisational capacity to support in delivering conferences and events etc which in turn support policy development in the region.
- 3.4 Contributing to the development of an influential voice for the Association on a range of policy areas relating to NE citizens' economic, social and environmental well-being.
- 3.5 Production of robust and credible briefings, research reports, policy and consultation responses.
- 3.6 Positive and effective relationships with key partners.
- 3.7 Evidence of the establishment of effective systems for reviewing and monitoring developments in key policy areas.
- 3.8 A high standard of research techniques to inform reports, lobbying documents, political and media briefings.
- 3.9 A high level of proactive and responsive support to members of the Management Team and Policy Managers.
- 3.10 Effective administration of key working groups, involving regular contact with local authorities.
- 3.11 Contributing to the organisation's admin function as and when required.

4. REPORTING ARRANGEMENTS

- 4.1 The postholder will be line managed on a day to day basis by the Policy Managers.

5. PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications/Training	Educated to degree level or equivalent.		Application.
Experience & Attributes	<p>Experience of working in public policy.</p> <p>High standard of report/ minute writing and agenda setting.</p> <p>Experience in events management.</p> <p>Good communications skills.</p> <p>Organisational and planning ability.</p> <p>Experience in general administration.</p>	<p>Experience of operating at a regional level.</p> <p>Experience of working with elected Members.</p> <p>Experience in contributing to and reviewing strategies.</p> <p>Experience of working in a political environment.</p>	Application and interview.
Specialist Knowledge	<p>Knowledge of the local government agenda.</p> <p>Knowledge of the role of local authorities in promoting economic, social and environmental well-being.</p> <p>Ability to consult effectively</p>	<p>Knowledge of key issues affecting the North East.</p> <p>Research and analytical skills.</p>	Application and interview.

		<p>Understanding of regional governance structures and processes.</p> <p>Political awareness.</p>	
Disposition	<p>Ability to work across a range of policy issues.</p> <p>Ability to cope with pressure associated with working to tight deadlines.</p> <p>Excellent communication skills, verbal and written.</p> <p>Ability to apply initiative and resource.</p> <p>Effective interpersonal skills.</p> <p>Good team worker.</p>		<p>Application, interview and references.</p>
Personal Circumstances	<p>Able to work flexible hours.</p> <p>Able to travel.</p> <p>Able to comply with the no smoking policy.</p>		<p>Application and interview.</p>