

## Job Description

Job title	Policy Officer
Directorate	BUSINESS : Business Support
Division	Finance and Business Improvement
Range	MPR 5
Reports to	Head of Policy and Partnerships

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### Main purpose of the job:

Working within the Council’s new Policy and Partnerships Team to provide high quality analysis, advice, and recommendations across a range of cross-cutting service, sector, and corporate policy areas to support the development of effective policy and strategy.

Advising on appropriate consultation and governance processes to support the Council’s decision-making requirements.

Developing and maintaining relationships, both internally and externally, to support partnership activity and ensure the effective delivery of Medway Council’s strategic and policy objectives.

On a pro-active basis, both as part of an agreed work programme and working independently, provide analysis and commentary in relation to national policy and legislative and regulatory issues. This work will inform recommendations to senior officers, the Cabinet and the Council on any necessary actions to deliver an effective organisational response to changes in the Council’s operating environment. This may include treading new ground in the context of local government reorganisation and the postholder must demonstrate a confidence and resilience in leading the authority accordingly.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

This role is required to cover all parts of the policy and partnership function, which is broadly split across “Policy and Strategy” and “Partnerships”

### Policy and Strategy

Support the development of strategy and policy informed through research, data analysis and undertaking consultation with stakeholders including the public and partners, and sign-off through formal governance processes.

Develop specialist knowledge and expertise as defined by the Head of Policy and Partnerships and maintain a high level of understanding of the Council's existing policy framework and decision-making structure, to provide advice and guidance to support and inform professionals, senior officers and Members and maintain a high degree of professional credibility with front line services and partners.

Support the delivery of key activity aligned to strategy or policy objectives including the delivery of standalone projects, and funding opportunities where appropriate.

Undertake analysis of the Council's overall performance in delivering its key strategies, including where Medway Council contributes to partnership strategies, and support key aspects of evaluation and reporting both internally and externally.

Provide general support by working collaboratively across the Policy and Partnerships Team as and when required.

Support the planning, development, and oversight of the Council Plan.

Support the development of funding bids and external investment opportunities.

Ensure compliance with relevant legislation and stay up to date with live policy as it develops.

### Partnerships

Develop and maintain effective working relationships across Medway Council and with external partners, including the Voluntary and Community Sector and NHS to support the delivery of partnership activity and strategy objectives.

Support the team at external meetings, working groups and strategic forums.

Identify opportunities for collaboration and joint initiatives to deliver positive outcomes for Medway residents.

Maintain an awareness of the external environment through establishing and maintaining a network of internal and external contacts, including links with other local authorities, external agencies and regional partners, in order to share information and good practice and raise the profile of the Council, facilitating a wider research base for the development of strategy and policy.

Support partnerships governance arrangements, ensuring effective communication and coordination.

At manager discretion, other activities may be assigned that fit the job description.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

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Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Principal Policy Officer.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

### Person specification

All criteria at level A should be considered essential requirements.

#### Qualifications

##### Level A

- Degree level qualification or equivalent (Level 5) required.

##### Level B (in addition to level A criteria)

- Not applicable

##### Level C (in addition to levels A and B)

- Not applicable

#### Knowledge

##### Level A

- Knowledge of relevant policy, strategy and procedure within a public sector organisation, including roles of teams, officers and members.
- Some understanding and awareness of policies and agendas of partnership agencies.
- Awareness of Data Protection, Freedom of Information, transparency and confidentiality requirements.
- Awareness of and work within national legislation and policies and procedures relating to Health and Safety.
- Can demonstrate a commitment to continuous professional development

##### Level B (in addition to level A criteria)

- Comprehensive understanding of Medway Council's policy framework and decision-making structure.
- In-depth knowledge of national and local government policies and agendas.
- Familiarity with advanced data protection, freedom of information, and transparency requirements.
- Ability to stay updated with emerging trends and legislative changes affecting local authorities.

##### Level C (in addition to levels A and B)

- Expert knowledge of relevant policy, strategy, and procedure within Medway Council in the context of the role.
- Highly developed understanding of policies and agendas of partnership agencies.
- Demonstrates the knowledge to be able to provide strategic advice and guidance on complex policy issues.
- Extensive knowledge of best practices in policy development and implementation.

#### Experience

##### Level A

- Experience in policy development, research or partnership working within a public sector or similar environment.
- Background in relevant business, policy or management, ideally in the public sector.

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- Experience of working in more than one professional or service area or equivalent.
- Experience in undertaking research and project work and analysing information and presenting findings.
- Experience of producing written pieces of work in a range of formats and for a variety of audiences.
- Experience of working with a range of different stakeholders.

### Level B (in addition to level A criteria)

- Significant experience in policy development, research, or partnership working within a public sector environment.
- Proven track record in managing and delivering successful policy projects.
- Experience in supervising cross-functional teams and coordinating stakeholder engagement.
- Experience of analysing complex information and presenting findings/recommendations to senior officers/leaders.

### Level C (in addition to levels A and B)

- Extensive experience in policy development and partnership working.
- Demonstrated experience of supporting high-profile policy initiatives with minimal supervision.
- Experience in influencing policy decisions at a strategic level.
- Proven ability to coach/develop colleagues.
- Recognised as a major contributor to policy development with a history of successful project delivery.

### Skills

#### Level A

- Strong numeracy, research and analytical skills, including the ability to synthesise complex information from multiple sources into clear, insightful briefings and reports, with attention to detail.
- Political understanding and astuteness and sensitivity to changes in the political, service and equalities agendas.
- Ability to apply knowledge gained from broader experience in other roles.
- Ability to take responsibility and prioritise high profile projects, progressing project work to meet deadlines with minimal supervision. To be able to organise a varied workload, adapting to changing priorities as required.
- Strong communication, presentation and writing skills with the ability to present written information in a variety of formats.
- Ability to work with a range of partners and external stakeholders, building effective working relationships.
- Ability to work well with others and contribute positively as part of a team.
- Ability to use initiative when circumstances demand and show motivation to achieve the team's objectives.
- Commitment to and promotion of equality, diversity and inclusion in all aspects of work.
- ICT literate, including Microsoft 365 applications.

#### Level B (in addition to level A criteria)

- Advanced research and analytical skills with the ability to synthesize complex information.
- Strong strategic thinking and problem-solving abilities.
- Excellent communication and presentation skills, both written and oral.
- Ability to build and maintain effective working relationships with stakeholders.
- Ability to advise and assist in briefing Members, managers and others on complex policy and strategy clearly, patiently, and succinctly and advise on the need for policy changes.
- Proficiency in using policy analysis tools and software.

#### Level C (in addition to levels A and B)

- Exceptional research skills with a proven ability to produce insightful briefings and reports.
- Advanced analytical skills with the ability to interpret complex information and provide clear recommendations.
- Strong political understanding and sensitivity to changes in the political landscape.
- Ability to drive high-profile projects forward with minimal supervision.
- Proven ability and associated skills to advise senior leaders and elected members on complex policy issues.