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Description automatically generated**Job Description**

**Policy and Strategy Apprentice**

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| **Service/Team** | Policy & Strategy Team |
| **Reports to** | Principal Policy & Strategy Officer |
| **Responsible for** | N/A |
| **Number of posts** | 1 |
| **Post number** | 112355 |
| **Career Grade** | TBC |

# My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by…

Helping to shape or influence local and national policy to improve the health, wellbeing and prosperity of local residents through providing policy and strategy support and advice across the Council. This involves researching, writing and interpreting local and national policy to help the organisation and partners fulfil their legal and social responsibilities. You will also play an important role in championing the Council’s diversity, equality and sustainability focus in all that we do.

# Job Overview

The post holder will work closely with policy and research officers to review, interpret and advise on the challenges and opportunities of national policy at a local level and assist in developing, implementing and communicating a local response through corporate policy programmes as well as monitoring the impact and progress of policy implementation.

# Key Responsibilities

* To proactively scan the external environment for changing government policy and legislation, translate at a local level and communicate to enable the Council and key partners to:
* Be responsive to local needs
* Understand and implement legislative requirements
* Pursue external funding opportunities
* Comply with the Localism Act and empower communities.
* To support the policy team in effectively managing key stakeholders (including Councillors and Senior Leaders), ensuring they are updated on current legislation and national policy.
* To support in developing and communicating new policy and strategy.
* To develop mechanisms to gather and monitor policy and performance information.
* To support in the collection of evidence to assist with policy changes.
* To support the development of an overarching corporate strategy or plan, informed by reliable insight and intelligence that sets out clear priorities and measurable outcomes.
* Build experience in developing and implementing programmes aimed at improving understanding and awareness of corporate policy among officers, councillors and partners.
* To support the development, planning and delivery of a range of strategic initiatives and events to enhance the Council’s capacity to meet local needs, foster good relations and build resilience in communities
* To keep informed with developments in the fields of diversity, equalities and sustainability and ensure that the council operates in compliance with appropriate legislative and regulatory requirements

# Qualifications and Experience

* Educated to GCSE grade C/4 in Maths & English or equivalent
* Good knowledge of ICT and work practices
* Be able to plan and organise own workload
* Keen interest in how policy and legislation is formed
* Experience of researching and writing to a high standard
* Ability to develop strong relationships with others
* Good communication skills

# Personal Qualities & Attributes

* Enthusiastic researcher and prolific writer
* Ability to understand and analyse data and information, be accurate, neat and pay close attention to detail
* Ability to interpret and present proportionate & relevant information
* Make evidence-based decisions, assessing risks and outcomes
* Good organisational skills and ability to complete projects accurately to deadlines
* Encourage and listen to everyone’s ideas, sharing feedback constructively
* Team player contributing to and celebrating the success of the whole team
* To be confident liaising with officers at all levels of the organisation
* Have a professional presentation and demeanour
* Demonstrate our [values and behaviours](https://www.bcpcouncil.gov.uk/about-the-council/about-us/our-values-and-behaviours#:~:text=We%20listened%20to%20our%20colleagues,%2C%20integrity%2C%20innovation%20and%20pride.) of respect, passion, integrity, innovation and pride

# Job Requirements

Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.