**Job Description**

**Policy & Performance Officer**

|  |  |
| --- | --- |
| **Service/Team**  | Policy team  |
| **Reports to**  | Head of Policy, Climate and Inclusion.  |
| **Responsible for**  | N/A  |
| **Number of posts**  | N/A  |
| **Post number**  | - - - - -  |
| **Career Grade**  | H Grade |

# 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, providing effective policy and strategy advice and support 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 support the organisation and partners to plan, manage and understand performance and the impact it has on service users through robust corporate and service planning processes and performance managements arrangements. Acting as a champion for diversity, equality and sustainability 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; support the development and implementation of a local response through corporate policy and procedures and monitor the impact and progress of policy implementation in line with the policy and performance management framework.

# Key Responsibilities

* To proactively horizon scan the external environment for changing government policy & legislation and translate and communicate at a local level enabling service units and partners to:
* be responsive to local need
* understand and discharge their public sector policy duties
* pursue external funding opportunities that reduce demand on council resource
* comply with the Localism Act and empower communities.
* To develop and communicate new corporate policy and strategy as required and support the production of policy documents and guidance for internal stakeholders.
* Collect evidence and research to assist with policy changes.
* To facilitate the development of strategic partnership opportunities which bring together and enhance the public sector, private and community capacity to meet local needs.
* To support the planning and delivery of a range of initiatives and events to foster good relations and build resilience in communities.
* To ensure key stakeholders (Members, Directors, Heads of Service etc.), are regularly informed about the impacts of changing government policy and legislation and new opportunities.
* 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.
* To keep abreast of policy developments in the public sector and ensure that the council operates in compliance with appropriate legislative and regulatory requirements.
* Use professional curiosity in developing and implementing programmes aimed at improving understanding and awareness of corporate policy among officers, councillors and partners.
* To provide support to the Council’s duties under the Equality Act 2010, providing support and examples of best practice, to improve the council’s level of understanding and progress.
* To develop reporting mechanisms to gather performance information across services and present timely and accurate information to Members, officers and residents to an agreed reporting cycle.
* To support service units in the implementation of an agreed service planning process which ensures service priorities are aligned to corporate priorities.
* Support Equality Impact Assessments for all strategies, budget proposals, policies and procedures across all council activity.

# Qualifications and Experience

* Educated to degree level or similar qualification
* Good knowledge of ICT and work practices, processes and procedures relevant to own area of work
* Be able to support in team workload
* Legal and regulatory knowledge, with some understanding of the non-compliance consequences
* Experience of dealing with complex work which requires regular problem solving
* Experience of policy development and cascading to service areas
* Experience of analysing sets of data and present information in an engaging way
* Ability to demonstrate experience of developing a corporate approach to policy
* Ability to demonstrate extensive experience of developing a corporate approach to performance monitoring
* Ability to support in developing strong relationships and the provision of complex advice which can affect and influence change.

# Personal Qualities & Attributes

* 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
* Ability to understand and analyse data and information, be accurate, neat and pay close attention to detail
* Ability to interpret and present proportionate & relevant performance information to policy team members
* Effective interpersonal and communication skills; able to resolve barriers to collaboration with others by communicating openly and challenging unhelpful behaviour. Able to demonstrate tact and diplomacy in situations which may become contentious
* Make evidence-based decisions, assessing risks and outcomes
* Team player, contributing to and celebrating the success of the whole team
* Encourage and listen to everyone’s ideas, sharing feedback constructively
* Be positive about change
* Good organisational skills and ability to plan and prioritise team workload and complete projects accurately to deadlines
* To be confident liaising with officers at all levels of the organisation
* Appreciation of diversity in both colleagues and service users and recognise individual needs

# 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.