



WEST OXFORDSHIRE
DISTRICT COUNCIL

Role Description and Employee Specification

Job Title:	Policy, strategy and consultation officer	Location:	Witney
Department:	Communications and Corporate Strategy	Service:	Finance Services
Reports to:	Head of Communications and Corporate Strategy	Working Hours:	37 hours per week
Salary:	£36,611 - £39,336 per annum	Peer Group:	PGI23
Business World Post Number:	101014	Job Group:	Specialist - Level 2
Contract Type:	Permanent	Direct Reports:	None

Overall purpose of the Post:	<p>This role will provide specialist corporate support around policy, strategy and consultation.</p> <p>It will play a key role in helping the Council to monitor organisational performance, ensure its policies meet the needs of the organisation, monitor national policy changes and advise of strategy.</p> <p>It will also manage the Council's online engagement platform and provide advice and support to colleagues wishing to run consultations or engagement.</p>
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • Monitoring progress against the Council Plan as the overarching corporate strategy for the Council including writing bi-annual performance reports • Working closely with Publica colleagues team to deliver the business planning and performance management framework • Manage the Council's online consultation platform, supporting service areas to deliver consultation and providing advice on best practice • Monitor the Council's policies and strategies to ensure they are kept up to date • Monitor and analyse policy from central government and other areas to inform council activity • Providing support for the LGR/ Devolution process including project support, data analysis, policy review and other tasks as required <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p>
Essential Requirements – Knowledge, Qualifications,	<ul style="list-style-type: none"> • A qualification in your area of expertise, equivalent to a degree or relevant experience of five years in policy, strategy or performance management • GCSE Maths and English or equivalent to grade C/4 or higher • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders

Skills, Abilities and Experience:	<ul style="list-style-type: none"> • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Ability to process and analyse data then interpret it for others • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google 		
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Proven track record of working in a public sector or similar environment • Knowledge, understanding or experience of project management 		
General Accountabilities:	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p>		
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p>		
Date Reviewed:		Reviewed By:	
Checked by HRBP		Date of Issue:	