

# Job Description



<b>Job Title:</b> Policy Officer	<b>Service Area:</b> PPS	
<b>Directorate:</b> Strategy	<b>Post Number:</b> 10022079	<b>Evaluation Number:</b>
<b>Grade:</b> PO2	<b>Date last updated:</b> May 2021	

## Purpose of Job

As one of the most diverse places in the world, and with the youngest population in the country, Newham is a unique and vibrant place to work.

The Council is constantly innovating to transform the lives of local people. Newham's policy and research team are central to the workings of the Council and directly support the elected Mayor, Rokhsana Fiaz OBE. Your work will support Newham to achieve the Council's overarching housing priorities and support creative initiatives that truly deliver for residents.

## Overall Purpose of Job

- To provide an effective and well respected housing policy function for the Council.
- To provide strategic advice on housing policy priorities and campaigns to the Mayor, Cabinet, councillors and senior council officers.
- To understand the political landscape and public policy context, proactively finding new lobbying opportunities to ensure Newham's influencing strategies are effective.
- To ensure that policies are articulated in a manner which is accessible to internal and external audiences and which clearly relates to our evidence base, operational policies and service delivery.
- Support the work of the policy and research team, the Housing directorate, and the lead housing policy officer.

## Job Context

The post holders will report to a Senior Policy Officer.

1. The post holder will work within the Policy, Performance and Scrutiny Team and the Corporate Services Directorate, but will be expected to work with officers across the organisation.
2. The post holder will have no line management responsibility.
3. The post holder has no budget management responsibilities.
4. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

### **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Undertake policy analysis and research for the Mayor, Cabinet, councillors and senior council officers.
2. Support the Senior Policy Officer responsible for housing to deliver the overall housing policy support for LBN.
3. Provide independent interpretation and analysis of policy and develop clear policy lines in relation to national or regional developments.
4. Work with Directors and commissioners from across the Council, assisting them with policy and public affairs related matters.
5. Work closely with the research team to ensure that a strong understanding of social and economic needs of the borough's diverse communities informs the development of policy projects.
6. Provide advice within the team regarding policy developments, potential threats and opportunities.
7. Draft speeches for senior officers and members, liaising directly with those individuals and with minimal supervision.
8. Support senior officers and commissioners to draft responses to significant consultations.
9. Develop and maintain new contacts and relationships with appropriate officers in external organisations, as well as parliamentarians, ministers, local and regional politicians, their staff and civil servants.

10. Assist in the administration of the team, including tracking consultations, maintaining stakeholder databases, records, publications etc.
11. Any other duties commensurate with the grade of the post and as requested by the line manager.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

**PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<b>KNOWLEDGE AND EXPERIENCE:</b>  Knowledge of major factors, influences and legislation facing local government, particularly in regard to housing.  Understanding of the public policy context in which the Council operates.  Experience of policy development within a public sector setting.  Experience of developing and delivering work programmes and project plans.  Experience of working with elected members and senior officers.  Experience of advocating for policy positions.	Application Form/Interview   Application Form/Interview   Application Form/Interview   Application Form/Interview   Application Form/Interview   Application Form/Interview

<b>QUALIFICATIONS:</b>  Educated to degree level or equivalent work experience.	Application Form/Certificates
<b>SKILLS AND ABILITIES:</b>  <b>ESSENTIAL</b> Ability to understand, recommend and articulate policies.  Ability to gain a deeper understanding of specialist subjects as required by the particular role.  Demonstrable ability to advocate confidently on complex and sensitive issues.  Ability to understand, interpret and present information from a variety of sources and use them to develop policy lines.  High degree of ability to produce clear, easily understood, logical and grammatically correct briefing and other written communications.	Application form / test  Application form/Interview  Application form / interview  Application form / test  Application form / test
<b>PERSONAL STYLE AND BEHAVIOUR:</b>  Ability to prioritise and effectively manage demanding workloads.  High degree of political sensitivity.	Application Form/Interview  Application Form/Interview
<b>OTHER SPECIAL REQUIREMENTS:</b>  Willingness and ability to work occasional evenings and weekends to maintain service delivery.	Interview