

Designation:	Policy & Projects Officer
Grade:	Stroud 5
Hours:	37 Hours per week
Location:	Ebley Mill
Job Purpose:	Support the production of effective policies and strategies across the organisation and form part of an effective system of project management.
Responsible to:	Senior Policy and Governance Officer
Responsible for:	No supervisory responsibility

KEY DUTIES

- To Support the Council in policy and project management relating to with a variety of stakeholders.
- To support in the regular evaluation and delivery of key corporate strategies.
- To contribute to policy development and implement improvements that reflects the corporate delivery plan as well as legal and regulatory requirements.
- To work across corporate services including procurement to ensure that any performance, policy, data and governance requirements have been considered.
- General project management duties across all Council services, including leading projects, overseeing project activities and working to ensure the outcomes of the project are adhered to.
- Managing a project to include timelines and project plans.
- Executing and administering documentation and other project related tasks in accordance with the Councils processes.
- To develop policies and a system of effective risk management.
- Liaise with key stakeholders, including policymakers and other experts to include planning meetings and the drafting and preparation of any written reports, documents, papers and communications.
- Research and report of development trends both internal and external.
- To advise managers on corporate policies and strategies, including Equalities and Service Planning.
- To work with Members to improve the performance of the Council and take responsibility for the delivery of the relevant work programmes.
- Take an active role in developing and coordinating corporate consultation
- Researching new legislation or guidance and best practise to assess policy at a national and local level that could impact the district.

SKILLS AND KNOWLEDGE

- Significant previous experience of project and/ or policy work.
- Good project management skills accompanied by a relevant qualification would be preferred.
- Strong IT skills, to include forecasting, project planning and report writing.
- Excellent written and oral communication skills.
- Able to build positive relationships with stakeholders.
- Previous experience within the public sector an advantage.
- Positive attitude to change and able to influence others.
- Excellent problem solving skills and the ability to offer solutions.
- Good Analytical Skills.
- Able to be innovative and provide robust solutions.
- Able to work proactively across the Council.

COMPLEXITY AND CREATIVITY

- Develop creative ways of monitoring and responding to new central government policy, strategy and guidance.

JUDGEMENT AND DECISIONS

- Judgement will be exercised in the development of policies and effective management of projects.

CONTACTS

- Members of the Council.
- Members and staff of other local authorities'/partner agencies.
- Suppliers and contractors.
- Members of the public.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

HMRC Mileage rates will apply

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity / Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.