

<b>Designation:</b>	<b>Policy &amp; Projects Officer</b>
<b>Grade:</b>	<b>Stroud 5</b>
<b>Responsible to:</b>	<b>Senior Policy &amp; Governance Officer</b>
<b>Service Area:</b>	<b>Policy &amp; Governance Team, Corporate Services</b>
<b>Post Number:</b>	

## ESSENTIAL CRITERIA

<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"><li>• Project or Programme Management qualification</li></ul>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"><li>• Project or programme management</li><li>• Developing business cases</li><li>• Experience of putting in place processes to track and monitor implementation</li><li>• Joint-agency/partnership working</li><li>• Working with senior managers</li><li>• Risk management</li><li>• Curiosity and an ability to identify opportunities and connections</li><li>• Experience of working in a busy Policy team, offering advice and guidance to managers and employees on best practice solutions being mindful of internal policies and procedures and relevant legislation</li><li>• Experience of developing, reviewing and implementing policies</li><li>• IT literate with experience of MS Office as well as other HR systems and applications</li><li>• A sound understanding of diversity in the workplace and the ability to encourage inclusive practices and employee engagement.</li></ul>
<p><b>SKILLS &amp; KNOWLEDGE</b></p> <ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills</li><li>• Strong organisational skills and being well prepared</li><li>• Ability to manage own time, large work loads and be able to prioritise tasks</li><li>• Ability to work with confidential information</li><li>• Knowledge of best practice guidance and regulations and be able to follow through any developments. Raise this with the Policy team and make the necessary recommendations and amendments to processes/policies.</li><li>• Have a sound understanding of diversity in the workplace and the ability to encourage inclusive practices and employee engagement.</li><li>• Report writing skills</li><li>• Facilitation skills</li><li>• Good presentation skills</li><li>• Stakeholder management skills</li><li>• Understanding of the principles of good governance in a local authority</li><li>• Project and Programme management processes</li><li>• Experience of advising senior decision-makers</li></ul>

## PERSONAL ATTRIBUTES

- Excellent customer focus
- Excellent communication skills with the ability to communicate at all levels with a wide range of audiences
- Excellent attention to detail
- A flexible and collaborative approach
- Able to influence and motivate others
- Enthusiasm and resilience
- The ability to work effectively as part of a team
- The ability to work across service areas

## OTHER

- Committed to working for an employer that values diversity and equality of opportunity

## DESIRABLE CRITERIA

### Experience

- Experience of working in the public sector
- Portfolio management
- Working with Members

## CORE COMPETENCIES

### 1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

### 2. Customer Focus

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, inline with policies.

### 3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

### 4. Innovating

You will be able to seek better, more effective ways of delivering services.

**5. Accepting Change**

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

**6. Supporting the delivery of SDC priorities**

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.