

**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION**

**JOB TITLE:** Policy Partnership & Scrutiny Officer

**REPORTS TO:** Policy, Partnership & Scrutiny Lead

**DEPARTMENT:** Strategy, Governance & Law

**SECTION:** Policy, Partnership & Scrutiny

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**PURPOSE OF JOB**

To provide policy advice and analysis for members and senior council officers. To provide accurate and timely briefings and communication about policy issues and undertake research projects and initiatives to support the work of the Policy and Communities Team. To represent the Policy, Partnership & Scrutiny team and the council at member, officer and partnership meetings. To support overview and scrutiny work as required.

**PRINCIPAL ACCOUNTABILITIES**

1. To support the Senior Policy Partnership & Scrutiny Officer and Policy Partnership & Scrutiny Lead in developing strategic policy and guidance that supports the aspirations of the administration and the council's corporate priorities.
2. To provide timely and accurate policy advice and analysis to members and senior officers. To support overview and scrutiny work as required
3. To research national and local policy issues and provide policy guidance and information in line with the council's objectives
4. To provide briefings, information and communications to members and senior officers as requested in relation to policy issues
5. To work with members of the Policy, Partnership & Scrutiny Unit and staff across the council to identify and disseminate best policy practice for the organisation
6. To represent the council and its interests in policy development with central government, city-wide partnerships, other local authorities and key partners

7. To pro-actively identify areas of work in line with corporate and administration priorities that promote improved policy and practice
8. To ensure that policy directions and initiatives are developed in a co-ordinated and effective manner both within the council but also with city-wide partners
9. To uphold and carry out the duties of the post with due regard to the City Council's Equalities and Equality in Employment Policies.

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

# BRIGHTON & HOVE CITY COUNCIL

## PERSON SPECIFICATION

**JOB TITLE:** Policy, Partnership & Scrutiny Officer

**GRADE:** M11

**DEPARTMENT:** Strategy and Governance

**SECTION:** Policy, Partnership & Scrutiny

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## ESSENTIAL CRITERIA

### Job Related Education, Qualifications & Knowledge

- Understanding of local government issues and the political and legal context for local government and public services in the UK
- Understanding of the modernisation agenda in local government
- Knowledge of research, analysis and briefing techniques
- Tertiary level qualification in an appropriate discipline or significant relevant experience

### Experience

- Experience of working on politically sensitive issues and initiatives
- Experience in policy making in a national or local government context, including at strategic and corporate level
- Experience in delivering accurate, timely briefing information to members and/or council officers or other public officials
- Experience in working within partnership structures to develop policy priorities and objectives
- Demonstrated experience in public consultation and involvement

### Skills/Abilities

- Excellent written and verbal communication skills
- Demonstrated ability of effective project management including delivery within timeframe and budget
- Ability to assimilate, record and analyse information from a wide range of different sources
- Demonstrated capacity for creative and strategic thinking in relation to policy development

## **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.