



Job description	
Job title	Assistant Policy and Research Officer / Policy and Research Officer
Grade	H-K
Directorate	Resources
Section/team	Policy and Performance
Accountable to	Lead Policy Advisor / Principal Policy and Research Officers
Responsible for	No direct reports
Date reviewed	August 2023

Purpose of the Job

The post holder will play a key role in supporting the Lead Policy Advisor and Principal Policy and Research Officers to support the delivery of the Council's (and partnership) strategic agenda through:

- Interpreting national policy and strategy to determine local implications;
- Supporting Council (and partnership) strategic management in the development and delivery of priorities, including Corporate Plan and Borough Strategy;
- Supporting the development and implementation of innovative and effective strategy and policy; and,
- Building effective links both within the Council and between the Council and its partners to enable Council and partnership objectives to be delivered.

This is a career-graded post and can be undertaken at H, J or K grade with the requirements of job in terms of tasks as set out in this job description and in terms of skills, experience and qualifications as set out in the accompanying person specification.

For the postholder to move up the grades they must be assessed against their ability to undertake the tasks at the higher grade and meet the requirements set out in the person specification. This assessment will be undertaken by the postholder's line manager and must be endorsed by the Head of Service and HR.



Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Grade H (Assistant Policy and Research Officer)

1. Support the Council's strategic management process.
2. Horizon-scanning for changes to National and City Region policy and strategy.
3. Develop an understanding of local policy implications, and how to develop appropriate responses to these changes.
4. Assist and support in providing the strategy and policy context to enable the Council and Partnerships to set priorities.
5. Assist in producing report, briefings and bulletins for officers at all levels, and elected members as appropriate.
6. Undertake the analysis, interpretation and presentation of data to provide intelligence support to meet the needs of a wide range of stakeholders.
7. Develop an understanding of and support the Council's work with the Liverpool City Region Combined Authority and other local authorities to deliver City Region policy and strategy.
8. Assist and support with the development and implementation of innovative and effective strategy and policy across Council services.
9. Assist in maintaining the Council's policy and strategy landscape.
10. Support the collation, analysis and formation of research and evidence for external and internal inspection.
11. Undertake research and support with identifying innovation opportunities to improve outcomes, reduce cost or demand or increase income.
12. Assist in the monitoring and evaluation of impact and benefits of services and interventions.



13. Work with Performance and Finance colleagues to facilitate the Council's corporate and service planning processes.
14. To undertake training and continuous professional development in line with the responsibilities of the role.

Grade J (taking a more supportive role on the duties and responsibilities as set out in Scale H plus) (Assistant Policy and Research Officer)

1. Translate national and City Region policy and strategy to determine local implications and working with services to develop appropriate responses to these changes.
2. Independently produce detailed reports, briefings and bulletins for officers at all levels, and elected members as appropriate.
3. Support in overseeing and managing the Council's policy and strategy landscape, ensuring it remains relevant, fit for purpose and in the Council's best interest.
4. Support the framework, facilitation, insight and intelligence to enable Elected Members and senior offices to identify priorities and interventions for Knowsley's prioritised outcomes.
5. Support Performance and Finance colleagues in service planning by undertaking research and analysis to identify options which enable the Council to have as big an impact on priorities as possible.

Grade K (take a leading role on the duties and responsibilities as set out in Scales H and J plus) (Policy and Research Officer)

1. Produce, deliver and present technical reports and briefings for officers at all levels, and elected members as appropriate.
2. Take a leading role in providing the strategy and policy context to enable the Council and Partnership to set priorities
3. Working with Executive Management Team and Performance and Business Improvement colleagues, lead the development of the Council's Corporate Plan and Partnership Strategy for Knowsley.
4. Lead on facilitating and supporting the development and implementation of innovative and effective strategy and policy across Council services.



General Competencies of the Grade

Grade H / J / K

- 1) Communication Skills
 - a) Maintain good working relationships with all departments across the Council to promote confidence in the team's services and employees.
 - b) Demonstrate effective oral and written communication skills commensurate with the grade that promote confidence in the service.
 - c) Participate in meetings in a positive and proactive manner.
 - d) Demonstrate an understanding of issues affecting the Council services when providing advice and support.
- 2) Positive Approach
 - a) Deliver the requirements of the grade effectively, and with a positive and proactive attitude.
 - b) Demonstrate a professional, effective and efficient approach to time management and individual performance.
- 3) Ability To Manage Own Performance
 - a) Undertake the timely and accurate completion of tasks in accordance with agreed deadlines.
 - b) Organise, manage and prioritise own workload.
 - c) Deal with requests for assistance from clients and where necessary channelling requests to appropriate person(s).
 - d) Undertake performance management with line manager in line with the MyTime process, identifying and agreeing appropriate targets.
4. Ability To Work As Part Of A Team
 - a) Provide flexible and appropriate support commensurate with the grade to officers across the Policy and Performance Service.
 - b) Undertake other appropriate duties determined by managers that are consistent with the grade and which contribute towards the achievement of the team's objectives and the personal development of the individual.



Health and Safety

1. To use equipment as instructed and trained.
2. To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

1. Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
2. Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
3. Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.

Special Conditions

Normal hours of work will be 36 per week, but the post holder may be required to attend meetings outside normal office hours in line with the requirements of the service and in line with Council Policy.