



Job description			
Job title	Principal Policy and Research Officer		
Grade	Career Graded O to Q		
Directorate	Resources		
Service/team	Policy and Performance		
Accountable to	Lead Policy Advisor		
Responsible for	Policy and Research Officers Graduate Policy and Performance Officers		
JE Reference	A5321 A5389 A5390	Date Reviewed	May 2025

Purpose of the Job

The Principal Policy and Research Officer will play a central role in the development and delivery of the Knowsley Council plan and Knowsley 2030 strategy.

The post holder will play a key role in leading the work of the Council's Policy and Research team to support the delivery of the Council and its relevant partners' 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 O, P or Q grade as set out in the accompanying person specification in terms of skills, experience and qualifications. To move up the grades you must be assessed against your 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 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.

1. Working alongside another Principal Policy and Research Officer to support the Lead Policy Advisor and Head of Policy and Performance to:-
 - design and oversee the workload of the Council's Policy and Research team;
 - provide ongoing leadership, support and guidance to the Council's Policy and Research team; and,
 - support the Council's Executive Management Team and Elected Members with regards to policy and research matters as articulated below.
2. Leading the development and implementation of:-
 - horizon-scanning for changes to National and City Region policy and strategy;
 - translating this to determine local implications; and,
 - working with services to develop appropriate responses to these changes.
3. Facilitating, leading and supporting the development and implementation of innovative and effective strategy and policy across Council services and in the partnership setting - ensuring that this strategy and policy development:-
 - Aligns with priorities as set out in Corporate Plan and Borough Strategy;
 - Is based on need, responding to the findings within the Joint Strategic Needs Assessment and other evidence based research;
 - Reflects the Council's core policy principles and Strategy Development Framework; and,
 - Is informed by relevant insight, including community engagement, service user surveys and front line staff feedback.



4. Developing, producing and overseeing the production of reports briefings and bulletins in a variety of formats for officers at all levels and Elected Members
5. Supporting the Council's work a range of strategic partners (including Knowsley stakeholders, other local authorities, the Combined Authority and Government departments) to develop productive working partnerships to support the effective development and delivery of relevant policy and strategy.
6. Ensuring the Council's policy and strategy landscape remains up to date and fit for purpose.
7. Overseeing and supporting the collation, analysis and formation of research and evidence for external and internal inspection.
8. Working with colleagues across the Policy and Performance service and wider Council to undertake, oversee and commission:-
 - a wide range analysis, interpretation and presentation of data to provide intelligence support to meet the needs of a wide range of stakeholders; and,
 - research and support with identifying innovation opportunities to improve outcomes, reduce cost or demand or increase income.
9. Supporting the Council's strategic management processes to:
 - Provide the strategy and policy context to enable the Council and its partners to set priorities and deliver against the Council Plan and Knowsley 2030 strategy; and,
 - Supporting Senior Officers to deliver policy and strategy as part of the Liverpool City Region Combined Authority and implementation of its devolution agreement.
10. Working with Performance and Finance colleagues to lead the Council's corporate and service planning processes and related evaluation processes.
11. Undertaking training and continuous professional development in line with the responsibilities of the role.



Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

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