Person Specification			
Post title	Principal Policy and Research Officer	**Grade**	O – Q (Career Graded role)

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

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
O GRADE		
S1	Experience in development, implementation, monitoring and updating of policy and strategy	CV/SS, I
S2	Knowledge of statutory and regulatory frameworks	
S3	Ability to support the facilitation of effective corporate planning and its implementation	CV/SS, I
S4	Excellent stakeholder engagement skills with ability to effectively lead work with senior managers, Elected Members, partners and residents to develop and implement thematic strategies	CV/SS, I
S5	Excellent facilitation skills - experience in achieving required objectives in different forums – and in leading meetings and workshops with key decision makers and partners	CV/SS, I
S6	Effective supervision skills – able to supervise the work of the team and others in order to deliver against the team's work programme and meet Council objectives	CV/SS, I
S7	Effective report writing skills including the preparation of analytical reports, briefing notes and formal reports in range of formats for a range of audiences (including Executive Directors and Elected Members)	CV/SS, I
S8	Ability to effectively use appropriate computer applications including databases, spreadsheets and survey analysis software to manage and analyse data	CV/SS, I

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S9	Ability to analyse a range of evidence, intelligence, opinion and other considerations to inform policy and strategy development	CV/SS, I
S10	Ability to analyse a range of data to inform strategy development and evaluation	CV/SS, I
S11	Experience of evaluating work to determine effectiveness and improvements and help shape future approaches	CV/SS, I
S12	Ability to understand and interpret national and regional policy to a range of audiences	CV/SS, I
S13	Ability to lead the development of Council bids and expressions of interest	CV/SS, I
S14	Ability to lead the Policy and Research function's support for relevant inspection and peer review processes (including the co-ordination and development of self-assessment)	CV/SS, I
S15	Ability to ensure that the Council and, where relevant, its partners' positions are articulated to a range of audiences (including the co-ordination and development of consultation responses and briefing materials)	CV/SS, I
P GRADE (to include all of the above criteria)		
S16	Experience of effective corporate planning and its implementation and evaluation	I
S17	Excellent stakeholder engagement skills with ability to effectively influence key decision makers including Executive Directors and senior Elected Members to develop and implement thematic and partnership strategy	I
S18	Excellent facilitation skills - experience in achieving required objectives in different forums – and in leading meetings and workshops with key decision makers and partners regarding complex and sensitive topics	I
S19	Effective line management skills – ability to design and oversee the teams' workplan.	I
S20	Effective line management skills – ability to manage individuals within the team to deliver against the teams' workplan and wider service's work programme	I
S21	Effective report writing skills including the preparation of complex and analytical reports, briefing notes and formal reports in range of formats for a range of audiences (including Executive Directors, Elected Members and partnership fora)	I
S22	Ability to analyse a range of evidence, intelligence, opinion and other considerations to inform strategy development and providing advice to key decision makers	I

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S23	Ability to commission the production of a range of data and intelligence to inform policy and strategy development	I
S24	Experience of evaluating work to determine effectiveness and improvements and lead the development of future approaches	I
S25	Experience in interpreting the local impacts of national and regional policy to a range of stakeholders – identifying key risks and opportunities for the Council and partners	I
S26	Experience in the development, co-ordination and submission of Council bids and expressions of interest	I
Q GRADE (to include all of the above criteria)		
S27	Ability to effectively deputise for the Lead Policy Advisor when required	I
S28	Experience in development, implementation, monitoring and updating of policy and strategy	I
S29	Ability to lead relevant aspects of effective corporate planning and its implementation, evaluation	I
S30	Ability to support development and oversight of delivery of Policy and Performance service plan	I
S31	Knowledge of statutory and regulatory frameworks	I
S32	Excellent stakeholder engagement skills with experience of collaborating and effectively influencing key decision makers including Executive Directors, senior Elected Members and senior partnership leads to develop and implement thematic, partnership and/or over-arching strategy	I
S33	Excellent stakeholder engagement skills - experience of effectively working with and influencing key partners at a senior level regarding complex and sensitive topics	I
S34	Excellent project management skills – experience in designing and leading programmes of complex and sensitive work with multiple organisations	I
S35	Ability to analyse / commission a range of evidence, intelligence, opinion and other considerations to inform partnership strategy development and providing advice to key decision makers	I
S36	Experience in providing advice regarding the local impacts of national and regional policy to senior decision makers - identifying key risks and opportunities for the Council and partners	I
Personal attributes and circumstances		

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P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Excellent stakeholder engagement skills with ability to effectively lead projects with senior managers, Elected Members, partners and residents to develop and implement intelligence and insight projects.	CV/SS, I
C2	Excellent facilitation skills - experience in achieving required objectives in different forums – and in leading meetings and workshops with key decision makers and partners.	CV/SS, I
Qualifications		
Q1	Minimum degree level attainment or equivalent experience	CV/SS, C
Q2	Commitment to continuous professional development and learning in the field of intelligence and insight.	I

CV/SS = Curriculum Vitae/Supporting Statement **A =** Application Form **C** = Certificate   **E** = Exercise   **I** = Interview
P = Presentation   **AC** = Assessment Centre   **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:
- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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