Job Title: Policy and Insight Officer  
Grade: Grade 7

GRADE xx

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The purpose of the Policy and Insight Team is to provide high-quality, corporate leadership and capacity, on policy development, partnerships, insight and data. With the ultimate aim of improving outcomes for the people of Staffordshire. On a daily basis it delivers high quality advice, analysis and support to drive forward the delivery of the council’s strategy and business plan.

Reporting Relationships

Responsible to: Strategic Policy and Partnerships Manager

Responsible for: n / a

Key Accountabilities:

* To support public policy project work and contribute to the delivery of the policy and insight work programme, aligned to the organisation’s priorities, that directly influences and shapes strategy and decision-making in the Council and across the Staffordshire partnership.
* To work with Research Leads, Senior Researchers and Policy Officers to contribute to scoping, development and delivery of insight and public policy projects.
* To support with the collation and analysis of key strategic outcome measures that enable the organisation and partnership to monitor progress against strategic priorities.
* To source, clean and manage relevant datasets and information, that will contribute to the effective and efficient delivery of the policy and insight work programme.
* To support the management team with discrete projects that support the delivery of the policy and insight work programme.
* To undertake research and analysis, using different types of data and information, including primary research with citizens, qualitative data, policy guidance and service performance data.
* To translate findings into fit-for-purpose outputs for the intended audience, and be able to communicate them effectively.
* To support and undertake activities in the development and maintenance of datasets and relevant Insight Team databases, including Geographical Information Systems (GIS).
* To support and undertake activities that help ensure application of information governance principles in the delivery of the insight work programme.
* To undertake commissioning and contract monitoring activities relevant to the insight and policy work programme.
* To work effectively with colleagues across the business and partnership to facilitate the delivery of the work programme.
* To work effectively with colleagues from across Corporate Services, that support delivery of the insight and policy work programme.
* To represent the Policy and Insight Team, where appropriate, at internal or external forums as advised by the management team.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Educated to a degree level or equivalent, or equivalent experience in a relevant field. | A/I/T |
| **employer_small** | **Knowledge and Experience**   * Minimum of 2 years’ experience of working in a policy and insight related field. * Demonstrable experience of contributing to the delivery of high quality policy and insight activity and outputs. * Experience of IT systems used for data management and analysis. * Knowledge and experience of using some of the range of insight tools and techniques, for both qualitative and quantitative research purposes. * Understand the role of evidence based policy, insight & research within a public sector organisation. * Knowledge of sources of data and information and ability to access either internally or through partnership working. * Knowledge and understanding of data management principles and information governance in the use of research and analysis. * Experience of working within a public sector organisation. | A/I/T |
| **employer_small** | **Skills**   * Ability to understand and accept new ideas and ways of working. * Good communication and interpersonal skills. * Analysing and interpreting data and information. * To manage and prioritise own workload. * To be able to manage conflicting demands and pressures. * Good written communication skills, including the ability to use a range of different styles to suit the needs of different audiences   This post is designated as a casual car user | A/I/T |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**