**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Policy Officer |
| Salary: | £40,476 - £43,693 |
| Grade: | 11 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Strategy, Policy and Business Management |
| Service Area: | Public Affairs, Policy and Partnerships |
| Primary Location: | County Hall, Oxford OX1 1ND and hybrid Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | None |
| Responsible to: | Policy Team Leader |
| Responsible for: | No line management responsibilities |
| Political restricted post: | No |

## Job Purpose

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| The purpose of the job is to work as part of a small central team providing a framework within which the council can function effectively. The post holder will be required to work in a fast-paced environment to deliver policy development. The post holder will promote the values of the organisation, support others to deliver their objectives and facilitate a joined-up holistic approach and culture across the council.Working to the policy team leader, the policy officer will be responsible for delivering wide-ranging projects and vital functions in support of the council’s strategic priorities, working in a multi-disciplinary environment. This is likely to cover a wide range of issues and will extend from early formulation of policy ideas to delivery and supporting others to ensure that policy change is embedded in the organisation, as well as supporting key partnerships such as the voluntary and community sector and the civilian military partnership. This post holder is responsible for ensuring that all relevant county council policies and procedures are adhered to and concerns are raised in accordance with these policies. |

## Job Responsibilities

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| The post holder will be expected to:1. Play a key role in delivering wide-ranging projects and supporting vital functions in support of the council’s corporate priorities, supporting project delivery based on a matrix-working approach. Projects are likely to cover a wide range of issues:a. early formulation of strategy and policy ideasb. translation of political objectives into service deliverablesc. development of policies that are effective in reality and are attuned to operating in a political environmentd. delivery and implementation, taking account of financial and organisational imperativese. supporting key partnerships such as the voluntary and community sector and the civilian military partnership2. Develop innovative solutions to difficult policy problems.3. Work independently and with minimum supervision on discrete projects.4. Proactively keep abreast of the policy direction of government and others, advising with regards to best practice and applying where agreed.5. Establishing productive working relationships with elected members, senior managers and external organisations. Support the development of (written and verbal) briefings to the Leader, Cabinet, Chief Executive and leadership team.6. Achieving effective cross-team working in the Public Affairs, Policy and Partnerships service across the Council and with key stakeholders; supporting and challenging others to deliver policy change.7. This job description may vary within the scope of the job as the requirements of the Council develop. 8. Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| * Track record of developing policies which deliver tangible results for customers
 | A, I |
| * Project management skills, and the ability to deal with a large and varied workload and to prioritise effectively
 | A, I |
| * Team player and self-starter, with experience of working on own initiative and of being an effective member of a team working in a multi-disciplinary environment
 | A, I |
| * Experience of working in politically complex situations and proactively managing problems and opportunities
 | A, I |
| * Excellent interpersonal skills including ability to develop effective internal and external relationships at all levels of an organisation, and to influence and challenge
 | A, I |
| * Strong analytical skills and attention to detail, with the ability to interpret and communicate complex information, including technical reports and legislation, and pick out salient points.
 | A, I |
| * Excellent written and verbal communication skills, with the ability to communicate complex information clearly and concisely
 | A, I |
| * Experience of identifying and delivering innovative and imaginative solutions
 | A, I |
| * Working to deadlines in a fast-paced environment
 | A, I |
| * Political awareness and sensitivity
 | A, I |

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| Desirable criteria | Assessed By: |
| * Experience of working in local or national government
 | A, I |
| * Events management experience
 | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2022