**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Public Affairs Officer |
| Salary: | £40,476 - £43,693 |
| Grade: | G11 |
| Hours: | 37 |
| Team: | Strategy, Policy and Business Management  |
| Service Area: | Public Affairs, Policy and Partnerships  |
| Primary Location: | County Hall and Hybrid  |
| Budget responsibility: | None |
| Responsible to: | Public Affairs Lead  |
| Responsible for: | No line management responsibilities  |
| Political Restricted Post: | Yes |

## Job Purpose

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| Oxfordshire County Council’s public affairs team is responsible for promoting the council’s policy agenda with central government and ensuring the needs of Oxfordshire are high on the national political agenda, with the aim of influencing and securing policy change. The new role of Public Affairs Officer will be responsible for working in a fast-paced environment to deliver public affairs campaign activity and advocacy initiatives. Working to the Public Affairs Lead, the post holder will be responsible for delivering wide-ranging functions in support of the council’s public affairs strategy, including writing regular briefings for some of our most high-level stakeholders including government ministers, civil servants and MPs; liaising with MPs and their offices; conducting research; and planning and delivering engagement activity including events and ministerial visits. This role which will suit someone with experience of working in a public affairs environment, with a detailed understanding of national government. This will be a fast-paced role, with multiple competing priorities and so the ability to prioritise and work to tight deadlines is essential.  |

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## Job Responsibilities

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| The post holder will be expected to: * Deliver engaging public affairs campaign and advocacy activity, carrying out research, crafting messages, drafting letters and briefings for senior stakeholders, and organising parliamentary events and ministerial visits.
* Research and write high-quality briefing notes for political audiences and senior stakeholders, including government ministers, civil servants and MPs, working with internal and external stakeholders to ensure the information is accurate and relevant. This includes interpreting and communicating complex information, such as technical reports and legislation, and identifying the relevant points.
* Research and write regular email updates for senior stakeholders and MPs about public affairs and council activity.
* Plan and deliver a range of events to support our public affairs priorities, including meetings, visits, roundtable discussions, and parliamentary events, working closely with colleagues, partners and suppliers. This will include managing the budget for individual events.
* Take an active role in building relationships with key Westminster and Whitehall contacts by supporting the Public Affairs Lead in strong stakeholder management with government ministers, civil servants, MPs, peers and special advisors.
* Proactively keep abreast of the policy direction of central government and maintain up-to-date knowledge of the political climate both nationally and locally, advising senior stakeholders when relevant to the council and county.
* Maintain a horizon scanning process for upcoming consultations, APPGs, conferences and other significant events relevant to the council’s priorities.
* Develop innovative solutions to public affairs challenges.
* Working with colleagues, keep the council’s stakeholder database up to date so that it acts as an effective tool for developing external relationships.
* Coordinate entries on behalf of the council to national awards, including supporting services to develop award applications, maintaining a record of submissions and preparing positive communications about the work being put forward.
* Produce evaluation reports on the performance and success of public affairs work, including campaigns and engagement activity.
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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - 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. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| Demonstrable experience working in a public affairs or parliamentary role, with strong political acumen | A, I |
| Sound understanding of the national political landscape, the government’s priorities, and parliamentary procedures and processes | A, I, T |
| Successful track record of influencing political stakeholders | A, I  |
| Experience of working in politically complex situations and proactively managing problems and opportunities, including handling sensitive and confidential material  | A, I  |
| Strong project management skills and experience of working effectively in a multi-disciplinary environment | A, I |
| Excellent communication and interpersonal skills including verbal, written, and persuasion skills, with the ability to communicate complex information clearly and concisely  | A, I, T |
| Ability to develop effective relationships at all levels | A, I |
| Demonstrable ability to quickly assess a high volume of information and prioritise it according to organisational importance | 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 event management skills, including managing the budget for individual events | A, I  |
| A self-starter and team player, with the ability to manage competing priorities and work under own initiative | A, I  |
| Ability to work in a fast-paced environment, and remain flexible and confident when public affairs priorities change | A, I  |
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| **Desirable Criteria** |  |
| Experience of delivering events in Parliament | A, I |
| Experience of working with or advising senior politicians | A, I |
| Experience of working in local government | 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 |
| [x]  | 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):       |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.