

# Job Description



Date Created	<b>October 16</b>
Date Evaluated	<b>October 2016</b>
Post Title	<b>Policy &amp; Partnership Officer</b>
Post No.	<b>Type here</b>
Job Evaluation ID	<b>2631</b>
Grade	<b>Grade 9</b>
Service Area	<b>People and Business Change</b>
Service Team	<b>Partnership Support Team</b>
Responsible To	<b>Partnership, Polcy &amp; Involvement Manager</b>

## Job Purpose

To provide strategic policy advice and guidance to ensure that the Council meet its statutory responsibilities under a wide range of legislation that affects the strategic planning and policy development within and across the Local Authority. To support and coordinate the consultation and engagement process for Newport City Council, including development and implementation of the Single Integrated Plan/Wellbeing Plan and ensure the effective support of relevant partnerships.

## Key Results Areas

1. To provide strategic policy advice and guidance to the senior leadership team to ensure that the Council meet its statutory responsibilities under the wide range of legislation that affects the strategic planning and policy development within and across the Local Authority.
2. As part of a team of Policy Officers, deliver the organisational response to the implementation of statutory requirements including the Wellbeing of Future Generations Act, including the development of the Wellbeing Assessment for Newport (collaborating with statutory and regional partners).
3. Lead on the organisational response to the Wellbeing of Future Generations Act and related legislation.
4. Coordinate the One Newport Partnership and Public Services Board (PSB), including meetings, workshops and consultation.
5. Advise and prepare reports for Senior Leadership, Cabinet Members and partners on policy and strategy matters for which the One Newport Public Service Board has been given primary responsibility making recommendations on best practice and actions taken.
6. Coordinate the development of the Single Integrated Plan/Wellbeing Plan in line with statutory guidance, local and national needs and the views of the partnership and people of Newport.
7. Lead and project manage the joint working process to ensure the identification, delivery, monitoring and evaluation of key priorities within the Single Integrated Plan / Wellbeing Plan for the key themes.
8. Ensure the duties in the Crime and Disorder Act 1998 (sections 5-7) in relation to community safety partnerships are carried out effectively, this includes coordination and support of partnership working, Domestic Homicide Reviews and any other related joint working, projects or funding opportunities.

9. Lead on the development of joint strategies and plans and ensure effective liaison, collaboration and integration between Newport City Council and partners who deliver elements of the Single Integrated Plan/Wellbeing Plan.
10. Ensure that performance and quality assurance schemes are effectively implemented for the Partnership.
11. Lead and project manage on the production of the Assessment of Local Wellbeing in line with the Wellbeing of Future Generations (Wales) Act 2015 guidance and timescales. This will involve working with colleagues and partners to source both qualitative and quantitative data, displaying and analysing data to ensure that data and qualitative information is changed into intelligence that helps shape partner Wellbeing Objectives and the Local Wellbeing Plan.
12. Deliver the Local Authorities programme of activities for public consultation and engagement, in line with statutory requirements.
13. As part of the policy team ensure support the involvement of children and young people, in line with the statutory guidance available to support the Authority in meeting the requirements of the Children and Families (Wales) Measure 2010
14. Oversee the development and implementation of the communication plan for the One Newport PSB and the Single Integrated Plan/ Wellbeing Plan to ensure effective communication with the PSB, wider partners, public and members. This will include monitoring and reporting progress.
15. Lead, co-ordinate and support projects and programmes which add value to the work of individual partners in the One Newport partnership.
16. Develop close working relationships with partners delivering on the above themes including statutory partners such as PCC, police, health and NRW, and the range of other partners involved in delivering the work of the Single Integrated Plan/ Wellbeing Plan and work of the PSB.
17. Management of relevant project teams and support officers including health and wellbeing, exercise referral, involvement and participation and community safety posts, as appropriate.
18. Provide a senior leadership research function, including to the Leader of the Council and policy support for the Senior Leadership Team.
19. Providing advice and guidance in a critical friend role to service areas and the organisation regarding the Fairness and Equality Impact Assessment process and ensuring this supports the decision making process.
20. Provide advice and guidance to service areas and the organisation on the alignment of service priorities with legislative requirements including the Wellbeing of Future Generations Act and equalities duties.
21. Provide advice and challenge on draft reports, proposals and decisions on behalf of the Head of People and Business Change.
22. Coordination of bodies such as the Fairness Commission and Armed Forces Covenant as part of the partnership role.
23. Undertake other duties commensurate with the grade of the post as required by the Partnership, Policy and Involvement Manager

## **Qualifications and Experience**

Educated to degree level or equivalent.

Knowledge of key legislation and policy development.

Experience of analysing data and writing reports.

Ability to develop excellent working relationships with partner organisations.

Experience of engaging with communities

## **Supervisory Responsibilities**

As part of a team of Policy Officers management of the wider team, currently:

Policy and Partnership Project Officer

*Our values – Accountable, Open and United  
Ein gwerthoedd – Atebol, Agored, Unedig*

Policy and Partnership Support Officer  
Involvement Officer  
Wellbeing Project Officer  
Exercise Referral Coordinator and Membership Assistant

## **Supervision Received**

Policy, Partnership and Involvement Manager

## **Principal Contacts**

Colleagues within the One Newport policy and partnership team  
Newport City Council Elected Members and Officers  
Partner organisations  
Voluntary and community organisations  
Public

## **Special Conditions**

The Policy & Partnership Officers will each take a lead on delivery of a SIP theme (currently health and wellbeing, safe and cohesive communities and economy and skills), and will manage a team who support involvement and participation, performance management and information and research. Each policy officer will take a lead on one of these areas.

<p>This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.</p>
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# Job Requirement



Post Title **Policy & Partnership Officer**

Service Area **People and Business Change**

Requirement		Essential (E) / Desirable (D)	How Tested (Application Form / Interview) (S) = used at Shortlisting
<b>Education / Qualifications / Knowledge</b>			
1.1	Educated to degree level or equivalent.	E	Application Form (S)
1.2	Evidence of further professional development	E	Application Form (S) / Interview
1.3	Knowledge of key policies, legislation and statutory responsibilities for the Local Authority and partners	E	Application Form (S) / Interview
1.4	Ability to use desktop IT systems	E	Application Form (S) / Interview
1.5	Knowledge and understanding of the partnership agenda and Well-being of Future Generations Act 2015.	D	Application Form (S) / Interview
<b>Experience</b>			
2.1	Experience of policy and strategy development.	E	Application Form (S) / Interview
2.2	Experience of managing projects and workstreams.	E	Application Form (S) / Interview
2.3	Experience of collating and analysing data and writing reports.	E	Application Form (S) / Interview
2.4	Experience of achieving measurable success through working in partnership across the public, voluntary and private sector.	D	Application Form / Interview
2.5	Experience of the development and implementation of evaluation of strategic action plans.	D	Application Form / Interview
2.6	Experience of engaging with communities.	D	Application Form (S) / Interview
<b>Aptitudes and Skills</b>			
3.1	Ability to communicate effectively with colleagues, partners, senior managers and elected members through a range of media.	E	Interview
3.2	Ability to make sense of large quantities of information and communicate clearly to diverse stakeholders.	E	Interview
3.3	Ability to prioritise objectives and workloads.	D	Interview
3.4	Ability to develop good working relationships with colleagues in the Council and other agencies.	E	Interview
3.5	Good organisational skills.	E	Interview

	<b>Personal Attributes</b>		
4.1	Commitment and enthusiasm for improving outcomes for communities, individuals and organisations.	E	Interview
4.2	Self-motivated.	E	Interview
	<b>Circumstances</b>		
5.1	Flexible approach to working hours.	E	Interview
5.2	Current driving licence.	D	Application Form
	<b>Welsh Language</b>		
6	Welsh language skills.	n/a	n/a
	<b>Equal Opportunities</b>		
7	Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council.	E	Interview