

Post number	13726
Position title	Corporate Policy Advisor
Grade	10A
Department	Chief Executives
Location	Council Headquarter/Home Working
Salary/Rate of Pay	£888.52 per month
Hours of work	7 hours
Weeks per year	Other
Number of staff responsible for	None
Reports to post number	Senior Policy Advisor
Registration requirements	None
Drivers Licence required	N/A
Contract status	Temporary
Contract end date	31st December 2026
Reason for temporary vacancy	Additional capacity for temporary period
Disclosure status	None
Political restrictions	No
Role profile number	PPP 1A
Business World post status	Temporary
Work pattern	7 hours per week to be agreed with successful applicant
Vacancy number	
Closing date	

Role purpose

- Research and analyse national policy, legislation and wider developments relevant to the Council and the Scottish Borders.
- Prepare concise briefings, reports, consultation responses, speaking notes and other policy material.
- Translate complex information into clear advice for senior officers and elected members.
- Support corporate work on the Council Plan, public service reform, governance, performance, community planning and related strategic priorities.
- Contribute to meetings and project work, including liaison with Council services and external partners.
- Maintain awareness of emerging policy developments and identify their practical implications for the Council.
- Work collaboratively with the Senior Policy Advisor and Corporate Policy Advisor, meeting short deadlines and changing priorities.
- Use digital tools appropriately to improve research, drafting, analysis and productivity, while applying professional judgement and quality assurance.
- Undertake other duties appropriate to the nature and grade of the role.

Person specification

Criteria	Essential	Desirable
Education, qualifications and training	Education / training Degree-level education or equivalent relevant experience. Analysis Ability to research, assess evidence and identify implications from complex policy or legislative material.	Relevant policy, public administration, law, politics, research or related qualification. Experience of horizon scanning or policy analysis in a public-sector setting. Experience of preparing formal reports, briefings or consultation responses. Knowledge of Scottish local government

	Written communication Ability to write clearly, accurately and succinctly for senior and non-specialist audiences. Knowledge Understanding of government, public policy and the context in which local authorities operate. Organisation Ability to prioritise work, work independently and meet tight deadlines within a seven-hour weekly commitment. Relationships Ability to work collaboratively and communicate confidently with colleagues and partners. Digital Competent use of Microsoft 365 and digital research and drafting tools. Availability Able to start on or around 1 November 2026 and work through 31 December 2026.	and the Scottish Borders context. Experience of balancing several policy tasks or fast-moving priorities. Experience of working with senior managers, elected members or external public bodies. Experience of using AI-assisted tools responsibly, with checking and professional oversight. Flexibility over the day on which the seven hours are worked.
Skills, knowledge and competences	Degree-level education or equivalent relevant experience. Ability to research, assess evidence and identify implications from complex policy or legislative material. Ability to write clearly, accurately and succinctly for senior and non-specialist audiences. Understanding of government, public policy and the context in which local authorities operate. Ability to prioritise work, work independently and meet tight deadlines within a seven-hour weekly commitment. Ability to work collaboratively and communicate confidently with colleagues and partners. Competent use of Microsoft 365 and digital research and drafting tools. Able to start on or around 1 November 2026 and work through 31 December 2026.	Relevant policy, public administration, law, politics, research or related qualification. Experience of horizon scanning or policy analysis in a public-sector setting. Experience of preparing formal reports, briefings or consultation responses. Knowledge of Scottish local government and the Scottish Borders context. Experience of balancing several policy tasks or fast-moving priorities. Experience of working with senior managers, elected members or external public bodies. Experience of using AI-assisted tools responsibly, with checking and professional oversight. Flexibility over the day on which the seven hours are worked.
Experience	Experience of producing clear, accurate and accessible documentation for other parties.	Experience of horizon scanning or policy analysis in a public-sector setting. Experience of preparing formal reports, briefings or consultation responses. Knowledge of Scottish local government and the Scottish Borders context. Experience of balancing several policy tasks or fast-moving priorities.

		Experience of working with senior managers, elected members or external public bodies. Experience of using AI-assisted tools responsibly, with checking and professional oversight.
Other	N/a	N/a

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement

Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.

All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS

If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without re-advertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK - **(All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - **(PVG/Disclosure posts only)**
- References - **(All posts)**
- Confirmation of qualifications required to meet the essential criteria on the person specification - **(All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.