

JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Policy Officer	JET CODE: 8113
DIVISION: Corporate Support	
SERVICE/BUSINESS UNIT: Strategy, Policy & Performance	
REPORTING TO: Team Manager – Strategy, Policy & Performance	
RESPONSIBLE FOR: N/A	
JOB PURPOSE: To provide high-quality policy development, performance and improvement support across East Lothian Council, with a focus on equality, community planning, performance management and general corporate policy. Lead and coordinate corporate consultation responses, overseeing cross-service contributions, ensuring consistency with corporate policy positions, and delivering timely, robust submissions on behalf of the organisation. You will support the Team Manager and contribute to delivering the Council's strategic priorities, statutory duties and continuous improvement agenda.	
MAIN DUTIES: Lead and contribute to the development, review and implementation of Council policies, strategies and frameworks in assigned thematic areas (equality, community planning, performance and general corporate policy). Provide professional policy advice, analysis and support to senior officers, services and Elected Members, ensuring alignment with legislative requirements, national policy and best practice. Support the Council's equality duties, including integrated impact assessments, mainstreaming equality and supporting fairer outcomes including developing and delivering training around equalities and integrated impact assessments. Contribute to community planning activity, including partnership working with Community Planning Partners, performance reporting and delivery of agreed outcomes. Develop and maintain performance management frameworks, indicators and reporting mechanisms, supporting services to use performance information to drive improvement.	

Research, analyse and interpret complex information from multiple sources to inform policy development, reports, briefings and recommendations.

Prepare high-quality written reports, briefings and presentations for senior management, Committees, Community Planning Board and external partners.

Support corporate improvement, audit and inspection activity, including coordinating responses and tracking actions.

Facilitate and contribute to working groups, projects and consultations involving internal and external stakeholders.

Represent the Council at meetings, networks and partnership forums as required.

Work collaboratively across the Strategy, Policy and Performance Team, flexibly supporting priorities as directed by the Team Manager and/or Service Manager.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

You must be educated to degree level (or equivalent experience) in a relevant discipline (e.g. public policy, social sciences, public administration **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience of policy development, performance management, research or strategic improvement work, preferably within a public sector or partnership environment along with experience of analysing and interpreting complex information and producing clear, evidence-based advice and reports.

Disclosure Scotland:

This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**

Scottish Social Services Council:

N/A

Politically Restricted Post:

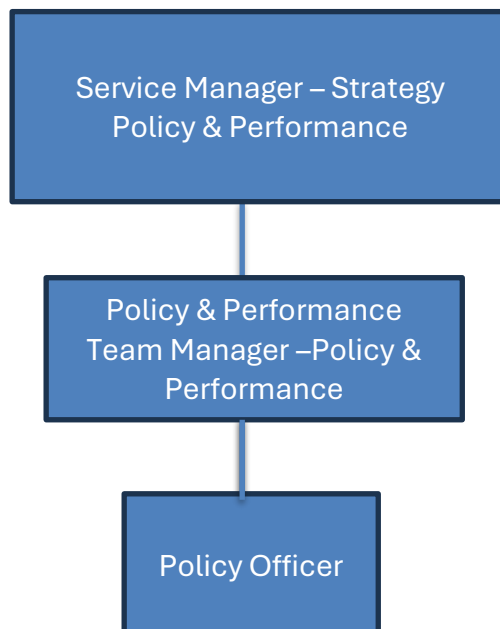
Category 3 – provides advice to Council/Committees and may represent the Council externally

Special Requirements:

None

TEAM OBJECTIVES:

The Policy and Performance Team supports the Council to deliver high-quality outcomes by providing strategic policy leadership, performance management, equality and community planning support, and driving continuous improvement aligned to the Council Plan and statutory responsibilities.

ORGANISATIONAL STRUCTURE:

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Degree level or equivalent experience) in a relevant discipline (e.g. public policy, social sciences, public administration <u>and/or</u> able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.	Postgraduate qualification or professional development in policy, performance, improvement or equality.
Previous Experience (Paid & Voluntary Work)	Experience of policy analysis or development, performance management, research or strategic improvement work Experience of analysing and interpreting complex information and producing clear, evidence-based advice and reports Experience of working with multiple stakeholders.	Local government or partnership working experience
Knowledge/ Skills /Competencies	Knowledge of public sector policy-making and performance improvement. Strong analytical, research and report-writing skills. Ability to interpret legislation and national policy guidance. Effective communication and presentation skills.	Knowledge of equality legislation and community planning frameworks.
Personal Qualities	Highly organised, adaptable and solution-focused. Able to work independently and collaboratively.	
Council Behaviours	We are Person Centred	

	We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	
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