



Post title	Senior Policy & Insight Officer
Division / Section	Strategy and Insight/ Policy and Insight
Department	Chief Executive
Responsible To	Lead Officer or Strategy Manager
Number of post holders	12
Acting up/ Secondment	No

Purpose of Job

To support the appropriate Strategy Manager and/or lead officer in the delivery of a clear, cohesive, and Council-wide approach to

- Insight Unit
- City Strategies
- Community Strategies
- Policy Unit

The post will take a leading role within specific areas of work/projects, in line with the Council's, and its partners', strategic direction, outcomes and priorities and may be on occasion to undertake the roles and responsibility for other areas as required.

'THE WHAT' - MAJOR TASKS/JOB ACTIVITIES

- Managing Policy and Insight services, providing high quality and robust insight and information to support decision making and to deliver on the Council's and its partners' strategic directions, outcomes and priorities.
- Develop and maintain a detailed knowledge of a specific service area/Locality to ensure the flexible deployment of the hub of expertise, delivering the right level of support across the council.
- As a member of the Policy and Insight Service, work across priorities and themes to ensure the effective delivery of outcomes for the Council.
- Undertake a range of projects ensuring outcomes are delivered on time and to a high standard.
- Produce robust evidence and information that can stand up to scrutiny, and that makes a significant contribution to the development of Council services. This will include but is not limited to: the development of policy, business and strategic planning activities and budget planning.

- Take responsibility for the development, preparation and presentation of reports, documents, briefings for Council meetings, external agencies, senior officers, the Council Leadership Team, relevant committees and partners.
- Production of the Council's strategic plans to services, localities and Council Leadership Team, and develop and maintain the framework for strategy and business planning, providing guidance on its deployment where required.
- Research best practice, processes, methodologies and approaches to Policy and Insight and apply to practice.
- Support the delivery of the overall strategic availability, usability and integrity of information in the Council.
- In conjunction with other Senior Policy and Insight Officers promote an integrated consolidated council wide approach to policy and insight services.
- Provide direction, input and feedback on appropriate work/projects.
- Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment.

'THE HOW' – KNOWLEDGE AND SKILLS (CREATIVITY, INNOVATION, CONTACTS AND RELATIONS, DECISION MAKING)

- Develop and implement proposals relating to provision of Policy and Insight services.
- Understanding policy and insight services in a complex environment with a working knowledge of the challenges in the public sector.
- Develop innovative solutions and policy initiatives in a range of subject areas impacting across the Council.
- Operate within a varying and often conflicting environment requiring a diplomatic and sensitive approach to deal with competing priorities and demands.
- Represent the Council to a range of external stakeholders, and should present a positive impression of the Council.
- Represent their service in representing the Council and other Scottish local authorities in developing policy, strategy and standards.
- Provide expert advice and guidance to the appropriate Policy and Insight Managers
- Support strategic decisions on the future development of a major service area covering the entire Council and the city.
- Provide advice, recommendations and proposals to Elected Members and senior management relating to Policy and Insight impacting across the Council.
- Recommendations will impact across all departments and/or major services covering the entire city.
- Ability to interpret, analyse and present a range of complex information for a variety of audiences using appropriate communication channels.
- This will usually mean the post holder is qualified to degree level in relevant discipline or equivalent or be able to demonstrate relevant experience.

ENVIRONMENT

- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post holder may be required to line manage up to 2 staff.
- The post will often have project management responsibility over other staff as appropriate. Particular projects, working groups and other tasks are likely to require the post holder to take responsibility for staff from other Council areas and/or external agencies, and to chair and manage project teams.
- In this role, the post is expected to effectively and diplomatically advise Corporate Leadership Team, senior managers, managers and staff across the Council on key actions required to implement continuous improvement and key business decisions.
- The post should be visible, approachable and capable of building the trust necessary to secure the commitment of staff to change.

RESOURCES

- Support the management and monitoring the performance of external consultants and contractors.
- The post will be expected to support services in budget management for Strategy and Insight Services

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.