

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Chief Executive
SECTION	Change and Improvement
GRADE	PO3
POST DESIGNATION	Policy Officer
REPORTS TO	Head of Policy

Purpose of Job:

The post holder will be a Policy Officer within the Council's Policy Team, responsible for leading policy reviews and development work across the organisation. The post holder will work with a high degree of independence, engaging directly with Cabinet members and senior officers on complex and often sensitive policy issues, and will be expected to take clear ownership of their work from initial scoping through to final sign-off.

The post holder will develop and maintain a thorough working knowledge of the policy areas they lead, keeping abreast of national, regional and legislative developments and advising the organisation on their implications. They will be expected to produce policy outputs that are well-evidenced, clearly reasoned and ready for consideration at the most senior levels of the organisation.

The post holder will lead policy projects end-to-end, including managing the contribution of officers from other directorates through matrix management arrangements. They may also be required to supervise a National Management Trainee placed within the Policy Team.

The post holder reports to the Head of Policy.

Main Duties:

- 1 The post holder will lead policy reviews and development projects across a range of corporate policy areas, working independently and taking responsibility for the quality and timeliness of outputs. This includes scoping the review, designing the approach, gathering and analysing evidence, and producing final policy documents to a standard suitable for Cabinet consideration.
- 2 The post holder will develop and maintain a thorough knowledge of the policy areas they lead, becoming the go-to point of contact for senior officers, Cabinet members and relevant external partners on those areas. They will be expected to provide well-reasoned, balanced advice on complex and sometimes contested policy questions.
- 3 The post holder will work directly with Cabinet members and senior officers on policy matters, managing those relationships with sound judgement, political awareness and professionalism. They will be expected to handle these relationships largely independently, keeping the Head of Policy informed without requiring routine involvement.
- 4 The post holder will matrix manage officers from other directorates contributing to their policy projects, setting clear expectations, maintaining momentum and being accountable for the overall coherence and quality of the work across all contributing workstreams. This will require the ability to direct and influence colleagues effectively without holding formal line management responsibility over them.

- 5 The post holder may be required to supervise a National Management Trainee placed within the Policy Team, including allocating and overseeing their work, providing day-to-day guidance and contributing to their development in line with the requirements of the scheme.
- 6 The post holder will monitor national, regional and legislative policy developments relevant to local government, assess their implications for the Council and bring significant developments to the attention of senior officers and Cabinet members proactively, with a clear view on what the Council should do in response.
- 7 The post holder will lead the Council's response to government consultations, White Papers and new legislation in the areas they cover, developing the Council's position and ensuring it is clearly evidenced and consistent with the organisation's strategic priorities.
- 8 The post holder will design and lead the evidence base for their policy work, including needs assessments, data analysis and benchmarking against comparator authorities. They will make sound recommendations based on that evidence, including in areas where the evidence is incomplete or the picture is contested.
- 9 The post holder will prepare policy papers, Member briefings, officer reports and committee reports to a high standard, taking personal responsibility for their accuracy, clarity and political sensitivity. They will ensure outputs are appropriate to the seniority of the audience and the significance of the issues involved.
- 10 The post holder will represent the Council and the Policy Team at external forums, partnership bodies and stakeholder meetings on the policy areas they lead, acting as a credible and well-informed representative of the Council's position.
- 11 The post holder will build and maintain effective relationships across directorates, working with service leads and directors as a peer on policy issues that cut across organisational boundaries and contributing to a coherent, evidence-led approach to policy across the organisation.
- 12 The post holder will work in an environment that is subject to political sensitivity and regular change. They will be expected to handle sensitive and contested issues with good judgement, discretion and composure, and to maintain the quality of their work under pressure.
- 13 The post holder must be comfortable working with a high degree of independence on significant policy issues, managing their own workload and relationships without close day-to-day oversight.
- 14 Where necessary for the job role or appropriate for continued development, the post holder may be required to participate in training and development courses made available via the Council's Apprenticeship Levy funding.
- 15 To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 16 To perform all duties in line with the Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the Council.
- 17 To undertake other duties commensurate to the grade of the post.

Person Specification

Job Title	Policy Officer
Grade	PO3
Service/Section	Policy
Directorate	Chief Executive

Criteria

Knowledge

- Very strong knowledge of local government functions, governance and decision-making processes, including the political administration and the officer/member boundary **(Essential)**
- Very strong knowledge of policy development processes and the ability to design and lead evidence-based policy reviews **(Essential)**
- Very strong knowledge of local, regional and national policy developments and legislative frameworks relevant to local government **(Essential)**
- Very strong knowledge of approaches to data analysis, needs assessment and research as applied to policy work

Skills and Abilities

- Ability to work independently on complex policy issues, managing work and relationships at a senior level without close supervision **(Essential)**
- Strong analytical skills, with the ability to evaluate evidence — including where it is incomplete or contested — and produce clear, well-reasoned policy recommendations **(Essential)**
- Excellent written communication skills, with the ability to produce policy papers, Member briefings and committee reports to a high standard for senior officer and political audiences **(Essential)**
- Clear and confident oral communication skills, including the ability to present complex or sensitive policy issues to Cabinet members and senior officers and to handle challenge with composure **(Essential)**
- Ability to direct and manage the work of officers across organisational boundaries through matrix management arrangements, maintaining quality and momentum without formal line management authority
- Sound political awareness and the judgement to handle sensitive or contested policy issues with discretion and professionalism
- Ability to build and maintain credible working relationships across a complex organisation, including at director and Cabinet member level

Experience

- Experience of leading policy reviews or policy development work, ideally within a local authority or comparable public sector setting **(Essential)**
- Experience of working directly with senior officers and politicians on policy matters, managing those relationships with a degree of independence
- Experience of preparing policy papers, reports or briefings for senior officer or elected member audiences **(Essential)**

- Experience of working across organisational boundaries, including directing or coordinating input from colleagues in other teams or services
- Experience of monitoring national or legislative policy developments and advising on their implications for an organisation
- Experience of designing and conducting evidence or analytical work to underpin policy recommendations
- Experience of supervising, mentoring or developing more junior colleagues or scheme participants

Equal Opportunities

- Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.
- Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.