

**Job Description**

**Policy and Engagement Officer (LGR)**

**April 2025**

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| **Position Title and Post Number** | Policy and Engagement Officer (LGR) |
| **Department**  | Transformation and Policy  |
| **Band** | OneTeam – Band 9 - £43,693 to £47,754 |
| **Location** | Brentwood and Rochford |
| **Reporting to** | Corporate Manager – Transformation, Policy, Performance and Funding |
| **Work location and arrangements** | The span of work for this role covers both Rochford District Council and Brentwood Borough Council. Hot desking or Agile working |

Brentwood Borough Council and Rochford District Council (together referred to as the “Councils”) have come together to form a strategic partnership (“the OneTeam Transformation”) the purpose of which is create a unified officer team which will share knowledge, experience, and projects for the overall benefit of both Councils, developing unified ways of working including common policy and processes.

This post will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils’ premises as required to meet the needs of the service.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

**MAIN PURPOSE**

Working across two organisations the post holder will:

1. Co-ordinate and contribute to the delivery of the LGR Programme.
2. Act as project manager for LGR projects
3. Act as a key point of contact for the council allowing the co-ordination of devolution and LGR activities.
4. Ensure Brentwood Borough Council and Rochford District Council maintain an informed position on devolution and Local Government Reform (LGR)
5. Lead the planning and delivery of LGR consultation and engagement activities, with findings analysed and used to inform the council’s approach.
6. Undertake key research and analysis activity to inform Brentwood Borough Council and Rochford District Council’s approach to devolution and local government reorganisation.

**MAIN RESPONSIBILITIES**

1. Co-ordinate the LGR programme and workstreams across the council, providing support and advice (as required) to ensure delivery of objectives.
2. Provide expert project management support to assigned LGR projects, in accordance with agreed project management methodologies, offering challenge and acting as a critical friend within the project team environment
3. Establish and maintain effective relationships locally and nationally that support the organisations to remain abreast of key thinking and learnt experience in respect of devolution and LGR.
4. To remain cognisant of central government policy, emerging best practice and the national landscape in respect of devolution and LGR to allow assessment of potential implications and key considerations.
5. To translate and effectively present complex information to a range of non-technical people which engages the audience and clearly communicates key issues to help identify key actions and/or considerations.
6. To undertake research and analysis using different sources and types of qualitative and quantitative data and translate findings into fit for purpose outputs including policy documents, briefings and Committee reports.
7. Maintain oversight of emerging legislation, policy drivers, best practice and guidance, identifying potential impacts on, and opportunities for, the Council and raising these in a timely manner.
8. Undertake research and develop robust evidence to support the development of LGR documentation such as business cases.
9. Coordinate, design and deliver LGR related consultation and engagement activity to a robust standard.
10. Establish and maintain key communication channels with both internal and external stakeholders ensuring they are engaged and well informed on devolution and LGR progress
11. Utilise software, tools and guidance to support both organisations to deliver an effective consultation and engagement function.
12. Maintain effective working relationships with Members and present reports to Committee, responding to questions and queries in a comprehensive and professional manner.
13. To undertake any other duties which may reasonably be within the competence of the post holder.

**Corporate responsibilities**

All roles will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils’ premises as required to meet the needs of the service.

The post holder will be expected to follow the Councils’ policies and procedures and act in a flexible, cooperative and professional manner at all times, assisting colleagues to maintain an efficient and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

To observe all the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council’s Safeguarding Policy.

Ensuring that all data and sensitive information collected by the service meets the requirements set out in the Councils’ policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable

To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health, and Safety at Work, etc. Act 1974 and the Council’s Health and Safety Policy and procedures.

To support the Council’s Equalities & Diversity and Inclusion Policies.

All staff may on occasions be required to support the Councils to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.

Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”.

**Review**

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

**PERSON SPECIFICATION**

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| **Position Title:** | Performance, Policy and Insight Officer | **Date Prepared:** | January 2025 |
| **Team** | Transformation and Policy | **Band:** | OneTeam – Band X - £X to £X |
| **AF= Application Form** **I = Interview T= Test** |

|  | **REQUIREMENTS** | **Essential** | **Desirable** | **Assessed** |
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| **1.** | **EXPERIENCE AND KNOWLEDGE** |  |  | **AF/I/T** |
| 1.1 | Extensive practical experience of undertaking research and analysis, using findings to inform policy and strategy development and decision making.  |  |  | **AF/I/T** |
| 1.2 | Excellent understanding & awareness of latest local government thinking, workings of local government and the wider public sector  |  |  | **AF/I/T** |
| 1.3 | Proven track record of project management including planning, executing, controlling and closing projects and the ability to manage multiple projects simultaneously |  |  | **AF/I/T** |
| 1.5 | Practical experience of planning and designing consultation and engagement activity (including questionnaire methodologies)  |  |  | **AF/I/T** |
| 1.6 | Experience of leading, influencing and negotiating change in a complex work environment |  |  | **AF/I/T** |
| 1.7 | Experience of using databases, spreadsheets and visualisation tools to store and analyse data to generate insights. |  |  | **AF/I/T** |
| 1.8  | Experience of building and maintaining relationships with various stakeholders. |  |  | **AF/I/T** |
| **2.** | **SKILLS AND ABILITIES**  |  |  |  |
| 2.1 | Ability to identify and summarise complex information within defined timescales |  |  | **AF/I/T** |
| 2.2 | Ability to work on own initiative, under pressure and without direct supervision in order to meet team priorities |  |  | **AF/I/T** |
| 2.3 | Experience in report writing and preparation of presentations, as well as presenting complex information to a range of audiences |  |  | **AF/I/T** |
| 2.5 | Strong political awareness and a good understanding of the political operating environment of local government |  |  | **AF/I/T** |
| 2.5 | Excellent written and communication skills |  |  | **AF/I/T** |
| 2.6 | Ability to self-motivate, plan and prioritise to meet a variety of targets whilst often liaising with a wide variety of stakeholders |  |  | **AF/I/T** |
| 2.7 | Excellent communication skills, both written and oral, including the capacity to confidently contribute to debate and influence others, as necessary. |  |  | **AF/I/T** |
| **3.** | **EDUCATION AND TRAINING** |  |  |  |
| 3.1 | Qualified to degree level or equivalent experience  |  |  | **AF/I** |
| 3.2 | Evidence of continuous professional development |  |  | **AF/I** |
| **4.** | **OTHER** |  |  |  |
| 4.1 | A flexible working approach to attend both organisations in person, as and when required. |  |  | **I** |
| 4.2 | Adhere to the Council’s values and behaviours. |  |  | **I** |
| 4.3 | Commitment to maximising potential and continuous improvement of self and of service. |  |  | **I** |
| 4.4 | Able to work evenings and/or weekends when required to support service delivery. |  |  | **I** |