

JOB DESCRIPTION

Post Title: Executive Policy and Research Advisor	
Department: Corporate Core	Post No:
Division/Section:	Post Grade:
Location: The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role.	Post Hours: 37
Special Conditions of Service: The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can include attending events or meetings outside of normal working hours and working agilely from different offices or home as appropriate.	

Purpose and Objectives of Post:

- To provide high-level policy and research support to the Leader of the Council and Cabinet.
- To provide strategic advice to the Leader of the Council on current issues and other matters impacting on Council policies.
- To research, prepare briefing papers, support policy proposals and prepare responses on a wide range of issues for the Leader of the Council.
- Take responsibility for effective liaison between the Leader and the Chief Executive, as well as other members of the Cabinet and the Executive Team, to ensure smooth operation of policy development and Executive responsibility.
- To support the Leader in his lead role on the GMCA, supporting the specific portfolio of responsibilities.
- To work in conjunction with corporate policy colleagues to drive and contribute to corporate strategy and to ensure this planning activity is aligned to member discussions and decision making.

Duties and Responsibilities:**Policy & Research**

1. Deliver accurate and timely advice to the Leader on current issues including advice on local and national policy proposals affecting the people of Bury and the social and economic wellbeing of the Borough, ensuring there are links with Cabinet Member portfolios and members of the Executive Team
2. To research, prepare briefing papers, develop policy proposals and prepare responses on a wide range of issues for the Leader of the Council.
3. Undertake research, read and analyse agenda papers, minutes and reports to identify issues of interest and to prepare briefings for the Leader.
4. Take responsibility for effective liaison between the Leader and the Chief Executive, as well as other members of the Cabinet and the Executive Team, to ensure smooth operation of policy development and Executive responsibility.
5. To work with the Leader to formulate policies and strategies, providing strategic support, advice and guidance to the Leader.
6. To co-ordinate responses to Council questions.
7. To support the Leader in their lead role on the GMCA, supporting the specific portfolio of responsibilities.
8. Maintain a detailed awareness of national issues and developments in local Government policy, process and procedure. Maintain a good level of knowledge on all local government issues, including the Council's Constitution, local government finance, local government law and issues of local Government policy.
9. To work in conjunction with corporate policy colleagues to drive and contribute to corporate strategy and to ensure this planning activity is aligned to member discussions and decision making.

Communications

1. To develop a network of contacts to facilitate both internal and external information gathering to the Council, including national groups and government bodies.
2. To liaise with all levels in the Council to collect information on a wide range of issues, some of which are sensitive.
3. To support the communication of the political priorities of the Leader ensuring that those priorities are conveyed and understood both internally and externally.
4. To support the Leader in developing effective relationships within Greater Manchester.
5. Prepare articles and other written pieces. To proof read and edit articles, press releases and presentations.
6. Support the development and delivery of the Leader's public agenda for Bury and the translation of their vision for the Council into practical strategy with the Council's Communications Team.
7. Support the public relations aspects of the Leader in consultation with the Council's Communications Team.
8. Liaise on behalf of the Leader as required including with external organisations, business, community groups, trade unions, members of the public, other local authorities and the political structures within local government.
9. Ability to create and sustain positive relationships with the Leader that generate confidence, respect, credibility and trust.
10. Provide casework support to the Leader which will involve drafting response and data inputting to a deadline.

General

1. To attend Cabinet, Council, Committee and other meetings to identify areas of research and to assist the Leader when attending these meetings.
2. To monitor publications and identify areas of potential interest to the Leader and to brief the Leader accordingly.
3. To attend internally and externally organised conferences, seminars and meetings and report back to the Leader, spokespersons or members as appropriate.
4. To adopt a flexible approach to work and be able to adapt to continual change, re-assessing or reprioritising across particular projects and areas of work and being able to work under significant pressure with tight deadlines.
5. To undertake all tasks having regard to political sensitivity and strictest confidentiality.
6. Attend, as directed, meetings of the Administration's Group and carry out preparatory and follow-up work as necessary, in liaison with office staff.
7. Undertake other duties relating to the operation as allocated commensurate with the grading of the post.

8. To monitor any relevant budgets.

Accountable to: The Chief Executive.

Immediately Responsible to: Executive Officer.

Immediately Responsible for: None.

Relationships: (Internal and External)

Internal – Leader of the Council, Deputy Leader of the Council, First Deputy, Cabinet Members, Elected Members, Chief Executive, Executive Team, Heads of Service, Senior Managers, departmental colleagues, Employee Groups, Trade Unions.

External – Members of the public, employees of other Local Authorities, Bury Strategic Leadership Group, partners locally and regionally including police, fire, housing, education and the Voluntary, Community and Faith Alliance, the Greater Manchester Combined Authority, Greater Manchester Health and Social Care Partnership, national public sector bodies e.g. Local Government Association, think tanks and academia.

Control of Resources:

Effective use of ICT/ digital equipment and systems.

Other resources delegated to the post holder to support and deliver specific projects.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:

Heather Moore, Executive Officer

Sign:

Date:

Agreed correct by Post holder:

Sign:

Date:

**Agreed correct by
Supervisor/Manager:**

Sign:

Date:

DEPARTMENT FOR CORPORATE CORE SERVICES

Executive Policy and Research Advisor

SHORT LISTING & INTERVIEWING CRITERIA	ESSENTIAL	DESIRABLE
Educated to degree level or with a relevant professional experience.	✓	
Experience of working within a political environment providing balanced advice, inspiring trust and confidence on strategic and operational matters.	✓	
Experience of undertaking policy research, development and implementation within a local authority or similar setting.	✓	
Experience of working with, advising and influencing councillors, officers and other stakeholders, developing positive working relationships that generate confidence, respect, credibility and trust.	✓	
Experience using IT systems including Microsoft Office to produce statistics, reports and correspondence as required	✓	
Ability to research and develop strategies, ideas and initiatives and develop realistic and practical policies, proposals and solutions – preparing policy advice briefing notes	✓	
Ability to design, write, summarise and produce excellent quality and accurate documents, e.g. letters, minutes, presentations and reports	✓	
Ability to give clear advice on procedural issues.	✓	
Proven analytical and problem solving capabilities.	✓	
Ability to create and sustain a positive relationship with the Leader that generates confidence, respect, credibility and trust.	✓	
Excellent organisational and planning skills with proven ability to manage projects and programmes, whilst meeting quality and time considerations.	✓	
Excellent interpersonal and communication skills with the ability to effectively communicate with a wide range of people both verbally and in writing	✓	

Initiative to work independently to solve a range of problems, evaluate risk and make recommendations and/or decisions as appropriate in order to progress a range of work related matters.	✓	
Ability to horizon scan, understand the local, regional and national public sector agenda with a track record of giving the appropriate strategic steer for senior officers and councillors.	✓	
A proven track record of working at a senior level, demonstrating organisational culture, values and behaviours in your leadership approach.	✓	
Demonstrable understanding of Bury and its challenges.	✓	
Knowledge of programme and project methodologies and with proven ability to manage projects and programmes		✓

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Test	Ability to design, write, summarise and produce excellent quality and accurate documents, eg letters, minutes, presentations and reports
Test	Experience of working in a high pressured environment using initiative and managing and prioritising workloads within strict deadlines and timescales
Test/Presentation	Excellent oral and written communication skills, including the ability to express complex ideas in simple terms. Presentation, influencing and networking skills.