

## **JOB DESCRIPTION**

**Job Title:** POLICY OFFICER  
**Reports to:** POLICY MANAGER  
**Direct Reports:** N/A

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### **Main Purpose of Job**

To deliver high quality research and policy projects as outlined in the annual work plan and delegated by the Policy Manager.

### **Key Responsibilities**

#### Strategy and Planning

- Contribute ideas and expertise to assist in developing the annual work plan for approval by the Trustees, taking account of current and emerging trends and the need for a balance of work across the five jurisdictions.

#### Policy & Research

- Develop and deliver policy and research projects within the annual work plan, as delegated by the Policy Manager and in collaboration with Senior Policy Officers.
- Provide support to the Policy Manager and Senior Policy Officers on specified projects (including literature reviews, qualitative and quantitative research projects, policy analysis and report writing).
- Develop an in-depth knowledge and understanding of relevant policy areas; both relating to current and emerging work.
- Develop an understanding of and inform the view of the Trust on policy matters in the UK and Ireland; ensuring an ability to share and publicise these views with key stakeholders, government, the media and other organisations and at meetings and conferences.
- Develop useful networks to ingather information and intelligence on relevant policy matters ensuring quality assurance is undertaken to provide a robust evidence base.
- Provide events management support for the policy team to deliver high quality stakeholder engagement events, including seminars and conferences around the UK and Ireland.

- Develop and implement communications and advocacy plans to build support for key policies.
- Contribute to briefings, speeches and reports for the Policy Manager, Chief Executive, Chair and Trustees on relevant policy matters.
- Identify and take advantage of opportunities to promote and share the work of the Trust with key stakeholders, decision makers and policy makers in the UK and Ireland to enhance the profile of the Trust and further the aims of the Trust through increasing the Trust's involvement and influence at the highest level.
- Promote a collaborative working ethos both within the policy team and throughout the Trust as a whole.

### Project Management

- Manage delegated research and policy projects, ensuring these are delivered on time, within budget and to a high standard.
- Prioritise own time and resources in such a way as to maximise both the quantity and quality of deliverables in relation to the strategic objectives.

### Other

- Provide regular updates and reports on policy matters to the Policy Manager.
- Develop and nurture close working relationships to ensure cohesive and cooperative working practices across the Trust.
- Comply fully with the Trust's policies and procedures.

## PERSON SPECIFICATION

Job Title: Policy Officer

FACTOR	ESSENTIAL (E) or DESIRABLE (D)
<p><b>QUALIFICATIONS</b></p> <p>Degree or relevant professional qualification, or substantial work experience at a level demonstrating graduate ability.</p>	E
<p><b>EXPERIENCE</b></p> <p>Minimum of 3 years' experience in a similar post.</p> <p>Experience of working in a policy role at national level.</p> <p>Experience of managing and delivering specific policy research projects on time and to budget.</p>	E D E
<p><b>KNOWLEDGE</b></p> <p>Ability to demonstrate a clear understanding of the 3 broad themes of the Trust's work.</p> <p>Understanding and experience of using a variety of research methodologies.</p> <p>Understanding of partnership working and the importance of developing relationships with key stakeholders.</p>	E E E
<p><b>SKILLS &amp; ABILITIES</b></p> <p>Good intellectual ability in order to rapidly assimilate &amp; digest large volumes of information.</p> <p>Ability to quickly develop an understanding of current and emerging themes and to ensure that these are taken into consideration in all policy and research work.</p> <p>Experience of delivering clear research outcomes.</p>	E E E

<p>Good communicator with an ability to deal effectively with staff and partners at all levels.</p> <p>Strong interpersonal and teamworking skills</p>	<p>E</p> <p>E</p>
<p>PERSONAL QUALITIES</p>	
<p>Analytical thinker with an ability to develop research proposals and ideas into useful research projects with clear outcomes.</p>	<p>E</p>
<p>Confident networker with an ability to form alliances and partnerships with key players.</p>	<p>E</p>
<p>Good judgement and ability to manage own workload whilst remaining alert to the need to consult with and update senior staff as appropriate.</p>	<p>E</p>
<p>Ability to work under pressure.</p>	<p>E</p>
<p>MOTIVATION</p>	
<p>Keen to play an integral part in the development of the Trust's policy and research work.</p>	<p>E</p>
<p>Confident in effectively delivering policy and research matters to further the Trust's aims and objectives.</p>	<p>E</p>