Newcastle City Council

Job Description

Post title: Policy and Communication Business Partner (AA3822)

Evaluation: 612 points **Grade: N9**

Responsible to: Assistant Director Policy, Communication and Performance

Responsible for:

Job purpose:

To provide professional policy and communication advice to strengthen the councils reputation through influence at the local national and international level, support cooperative ways of working, stronger partnerships, improved business performance and the delivery of the council's vision priorities and values.

Main duties:

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To work with the Assistant Director to develop and oversee a consistent strategic approach across the council on all aspects of communication and policy work.

2. To shape, interpret, and implement the policy and communication aspects of local, regional, national and international issues as they impact on the Council and wider City and to advise Members, senior officers and partners accordingly.

3. To collaborate with and provide policy and communication support to the council's leadership team, elected members, and service directorates across the full range of the policy and communication service menu to help them achieve their strategic and operational priorities in line with national legislation and the councils on policies and procedures.

4. To lead and be an initial point of contact for all policy and communication issues in relation to allocated areas of responsibility and to acquire and maintain in depth knowledge about these allocated areas.

5. To develop effective and influential professional relationships across a range of policy and communication networks regionally, nationally and internationally, representing the council to influence these networks and position the council and the city effectively.

6. To identify and negotiate income generating commercial opportunities to provide policy and communication consultancy within the council and to external partners, and to operate within the team's workflow model.

7. To develop a sound business case for all policy and communication projects and to manage allocated projects and budgets effectively, accounting for all expenditure and ensuring that the council secures best value by providing relevant technical communication and professional advice in response to service requirements.

8. To play a leading role in ensuring that the council's services, decisions and policy positioning are effectively communicated and promoted to residents, staff, partners and key influencers by producing engaging content across a range communication channels.

9. To capture feedback from communication and to share it with services to improve policy making and service performance, in a way which enhances the councils reputation and influence.

10. To develop, commission, analyse and interpret a range of varied and complex qualitative and quantitative data, research and evidence to inform the council and City policy positioning and to communicate this analysis to help inform decision making within the council and with partners.

11. To develop the policy, communication and research skills of staff across the council by providing specialist advice, coaching and mentoring support including online self-service materials.

12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.