

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Policy Research Officer

Vacancy ID: 008593

Salary: £29,323- £32,486 Annually

Closing Date: 25/03/2018

Benefits & Grade

Grade O

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

Darlington is recognised for its quality of place and great connections. The Council has ambitious plans to create 7,000 new jobs and 10,000 new homes that will ensure it continues to thrive and meet the needs of its communities. Such plans are based on strong analysis and evidence of social and economic research and data.

You will be good at analysing, researching and explaining social and economic data and translating that into evidence to support policy development and strategic interventions. You will therefore need to have good communication skills and the ability to explain emerging evidence through presentations, reports, tables and charts.

Reporting to the Place Policy Manager you will be playing a key role in ensuring our plans remain robust and on course.

We offer excellent working conditions and benefits including the following –

- 31 days holiday plus bank holidays
- Local Government Pension Scheme
- Additional Leave Purchase Scheme
- Flexi Time Scheme
- Cycle to Work Scheme in partnership with Halfords
- Access to Occupational Health, Physiotherapy and Counselling Services
- Reduced membership to the Dolphin Centre's 'Fit 4 Life' package

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact David Hand, Place Policy Manager on 01325 406294.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH

JOB DESCRIPTION

<u>POST TITLE :</u>	Policy Research Officer
<u>GRADE :</u>	Grade O
<u>JOB EVALUATION NO. :</u>	C2995
<u>REPORTING RELATIONSHIP :</u>	Place Policy Manager.
<u>JOB PURPOSE :</u>	To provide analytical statistical support to policy and strategy development. The areas of interest will be demographic, economic, environmental health and wellbeing.
<u>POST NO :</u>	D13377
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

CONTEXT

Darlington Borough Council and the Tees Valley Combined Authority have ambitious plans to create 25,000 net jobs in the region over the next 10 years. Darlington has exciting opportunities in key growth sectors of Biologics, Services, Sub-sea, Advanced Manufacturing and Engineering and Logistics.

This is in the context of good connectivity to markets and quality of place. Darlington has key strategic transport connectors to the rest of the Tees Valley, in the form of Durham Tees Valley Airport, Darlington Station that is served by the East Coast Mainline and Trans-Pennine Services, and the A1 and A66 road network offering ease of access and connectivity to businesses and commuters.

Quality of place is recognised as being crucial in supporting the economic ambitions of the Directorate, where Darlington aims to create 7,000 new jobs and 10,000 new homes by 2036.

Alongside the ambitions for economic growth sit aims to reduce inequalities within communities, develop more resilient communities and make every penny count.

MAIN DUTIES/RESPONSIBILITIES

The department as a whole is responsible for all policy and strategy impacting on place and includes:

- (a) Planning and Land Use
- (b) Economy
- (c) Business Engagement
- (d) Housing
- (e) Culture and Leisure

(f) Environmental including Climate Change

1. Research and produce the evidence base to support Policy and Strategy. In particular this will include:-
 - a) Policy analysis and strategy development.
 - b) Monitor national issues, legislation, forthcoming Government policies and best practice, and consider the implications and opportunities for Darlington and the Council.
 - c) Preparation of local economic strategy and commissioning of delivery programmes.
 - d) Provide an update to the Employment Land and other relevant Reviews.
 - e) Preparation of policy advice to the Local Plan and other Plans, such as Housing Strategy, Private Sector Housing, Housing Renewal, Local Transport Strategy, Parking Strategy and any others as required.
 - f) Provision of policy advice to the development management process.
 - g) Policy direction for sustainable economic investment.
2. In developing policy and strategy, to be responsible for:-
 - (a) Commissioning an evidence base to provide data and information to understand:
 - (i) the needs of the Borough;
 - (ii) the impacts of current policy and strategies in meeting the needs of the Borough (performance review).
 - (b) Analysis of data and information to identify changing needs of the Borough's communities and determine outcomes and priorities for policy and strategy.
 - (c) Liaison with other functions and in particular the Corporate Information Group to ensure the provision of relevant data and information to assess place and people wellbeing and to assess the impacts of policy and operational impacts on the wellbeing of place and people.
3. To monitor the effectiveness of policies where they relate to the Economy.
4. To provide updates and information in relation to key economic and labour market statistics to the Economy Manager.
5. To analyse soft intelligence on business aspirations and requirements from the Economy Team, including barriers to growth, so that the Economic Growth directorate can put in place actions and policy to provide the appropriate interventions to facilitate jobs growth/retention in Darlington.
6. To present and articulate the evidence to internal and external stakeholders.
7. To support the Assistant Director in ensuring that the Economic Growth Group has a strong focus upon and is effective in achieving good overall outcomes for Darlington as a place, prioritising and reviewing policy development and delivery against robust evidenced based performance measures; implementing corrective action when and where necessary.
8. Advise the department and its committees on policy development and strategies.

CORPORATE

9. Prepare and present reports at Committees, Sub-Committees, Working Groups, Forums and Partnership Groups.

10. To contribute to the corporate management of the Council by assisting in:
 - (a) Meeting performance targets;
 - (b) Ensuring high standards of service delivery; and
 - (c) Liaising with, consulting and undertaking joint working with other Council services.
11. To maximise the delivery of services within the resource available, minimising wasteful processes and implementing commissioning and procurement models that deliver the best value for money.
12. Keep up to date with the policies and initiatives of the Government and other relevant organisations and national best practice in order to influence the strategies of other organisations and to take advantage of any opportunities that may present themselves.
13. Ensure that there is strong engagement with citizens, businesses and partner organisations in the development of strategies and programmes.
14. Contribute to the management of the Planning Policy Team by resolving with colleagues:
 - (a) Programming and priorities for the team
 - (b) Resource allocation
 - (c) Service plan actions, outcomes and outputs
15. Work with Elected members to develop and implement the Council's strategic direction and priorities.
16. On occasion, represent the council on appropriate external bodies, at planning inquiries, at relevant Committees and Public Meetings as directed and/or required.
17. Develop sub-regional and local networks in order to gather intelligence about matters that might impact on Darlington as a place and equally to influence those networks in the best interest of Darlington.
18. Any other duties consistent with the role and as directed by the Director of Economic Growth or Assistant Director Economic Initiative that may be required from time to time.
19. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
20. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re conflicts of interest, gifts, hospitality and other matters covered by the Code.
21. Carry out your role in line with the Council's Equality agenda.
22. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

Date : 22nd February 2018

DARLINGTON BOROUGH COUNCIL**ECONOMIC GROWTH****PERSON SPECIFICATION – POLICY RESEARCH OFFICER****POST NO. D13377**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	A relevant graduate or professional qualification.		D
2	A relevant post graduate qualification.		D
3	Willingness to obtain economic qualification.		D
	Experience & Knowledge		
4	Approx. 3 years' experience of researching and reporting on complex information used to influence decision making in an organisation.	E	
5	Experience and understanding of current Local Plan system and economic policy, the key issues and challenges.	E	
6	Approx. 3 years' experience working in a strategy / policy role including developing, implementing, monitoring and reviewing policies and strategy.	E	
7	Experience of partnership working including local communities, business and stakeholders.	E	
8	Previous experience of commissioning and monitoring external evidence gathering.		D
	Skills		
9	Ability to analyse and interpret information from a variety of sources, interpret complex problems and think creatively and strategically.	E	
10	Ability to confidently give recommendations and advice to Members and Officers.	E	
11	Ability to plan and allocate work tasks and to work under pressure to meet deadlines.	E	
12	Ability to handle ambiguous and uncertain situations including sensitive policy areas.	E	
13	Ability to communicate both orally and in writing, charts, tables and diagrams to a wide range of audiences (including ability to write clear and	E	

	concise reports and presentations).		
14	Ability to research complex subjects, identify the key issues and communicate these successfully to others.	E	
15	Ability to use initiative and make decisions outside immediate policy and procedure and without reference to manager.	E	
16	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
17	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others.	E	
18	Ability to effectively monitor expenditure and allocated budgets.	E	
19	IT literate, capable of using MS Word, Excel and other office packages.	E	
Personal Attributes			
20	Substantial drive and a commitment to public service and local democracy.	E	
21	Political sensitivity and awareness and strong commitment to public services and local democracy.	E	
22	Self-motivated.	E	
23	Ability to use GIS and other spatial analysis tools.		D

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.