**POLICY AND IMPROVEMENT ADVISOR (SO2)**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/****QUALIFICATIONS** | A relevant degree or appropriate work experience. | AF/I/C |
| **WORK EXPERIENCE** | Experience of understanding and analysing policyExperience of developing and applying continuous improvement techniquesExperience of leading projectsExperience of developing policy and procedures.Experience of co-ordinating planning activities.  | AF/IAF/IAF/IAF/IAF/I |
| **SKILLS/ KNOWLEDGE/****APTITUDE** | AptitudeAbility to develop and implement key policies and strategies to drive business improvementAbility to interpret legislation, regulations, inspection and audit outcomes and their implications for the ServiceAbility to proactively identify areas for improvement and suggest improvements to processes, procedures and practicesAbility to apply a range of consultation and engagement techniquesAbility to interpret complex information and communicate this in a coherent and articulate mannerAbility to develop comprehensive and well-structured reportsAbility to co-ordinate and manage activities and projects to achieve improvements Willingness and ability to contribute to overall team development and performance.Ability to confidently deliver presentations to a range of audiencesKnowledgeAn understanding of policy development and improvement methodologiesAn understanding of consultation and engagement techniquesKnowledge of the principles of strategic planningAn understanding of legislation relating to data and information governance, Freedom of Information, equalities and health and safety.SkillsWell-developed project and performance management skillsProven research and analytical skillsGood interpersonal skills including the confidence to deal with and influence department heads/senior officers | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates