**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 policy  Experience of developing and applying continuous improvement techniques  Experience of leading projects  Experience of developing policy and procedures.  Experience of co-ordinating planning activities. | AF/I  AF/I  AF/I  AF/I  AF/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Aptitude  Ability to develop and implement key policies and strategies to drive business improvement  Ability to interpret legislation, regulations, inspection and audit outcomes and their implications for the Service  Ability to proactively identify areas for improvement and suggest improvements to processes, procedures and practices  Ability to apply a range of consultation and engagement techniques  Ability to interpret complex information and communicate this in a coherent and articulate manner  Ability to develop comprehensive and well-structured reports  Ability 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 audiences  Knowledge  An understanding of policy development and improvement methodologies  An understanding of consultation and engagement techniques  Knowledge of the principles of strategic planning  An understanding of legislation relating to data and information governance, Freedom of Information, equalities and health and safety.  Skills  Well-developed project and performance management skills  Proven research and analytical skills  Good interpersonal skills including the confidence to deal with and influence department heads/senior officers | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/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