

Post Title: Policy and Scrutiny Officer

Job Purpose: To be responsible for the provision of support to the Overview and Scrutiny Committee of the North East Combined Authority and provide efficient and effective policy support to the Combined Authority

Main Duties and Responsibilities: The following is typical of the duties the postholder 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. Providing support with the development and coordination of specific policy areas and significant projects. This requires developed planning and project management skills working with both short and long-term planning processes
2. Assisting the NECA overview and scrutiny committee with a range of support activities, to include work programming, advice, research, project planning, collation of information from a variety of sources and report writing.
3. Communicating complex and sensitive information effectively to support decision making across NECA
4. Maintaining an up-to-date overview of developments in national, regional and international policy to support policy development. Ability to convey, apply and support the implementation of this knowledge to support the decision making process.
5. Maintaining awareness of changes in legislation, policy and practice in respect of the scrutiny function.
6. To develop and maintain positive and collaborative working relationships with appropriate Officers within the Combined Authority and across the wider partnership.
7. Liaising with external organisations in terms of their information provision to the Overview and Scrutiny Committees, (to include briefing witnesses and other providers of evidence).
8. To establish and maintain effective communication channels with relevant senior officers in the seven Local Authorities to support collaborative working.
9. Working with other Local Authority Scrutiny Officers to ensure collaborative working regarding Scrutiny arrangements.
10. Ensure good policy development and scrutiny practices are in place through support to Members and identification of appropriate learning, training and development opportunities
11. To advise constituent Councils on meeting their overview and scrutiny obligations in relation to the Combined Authority.

12. Assisting Members with appropriate consultation exercises.
13. Assisting Officers and Members with the drafting of Scrutiny reports.
14. Contributing to training for Members and Officers.
15. Consultation with interested parties on reports and proposals and arranging publication of Scrutiny reports.
16. Completion of research to benchmark policy development and scrutiny activities with other Combined Authorities.
17. Assisting the Head of Paid Service in monitoring and reporting on the effectiveness of the scrutiny function.
18. Supporting the Monitoring Officer to promote effective decision making within the Combined Authority.
19. To liaise with the Chair and Vice Chair of the Overview and Scrutiny Committee to ensure a work programme is in place for the Committee.
19. To ensure the effective and efficient organisation of meetings of the NECA officer and political groups as appropriate.
20. To ensure effective and efficient administration and forward planning arrangements are maintained to support the Chairs of the Chief Executives, Leaders/Elected Mayor and Economic Directors groups in their roles as chair of joint partnership groups.
21. To develop and maintain robust governance arrangements for all joint groups and partnerships as appropriate.
22. Provide Committee administration support as required in particular agenda preparation, minute taking and publication.
23. To maintain a comprehensive and effective filing system, ensuring that confidential and sensitive data and information is handled appropriately and stored securely.
24. To undertake other duties and responsibilities commensurate with the grading and nature of the post.

Person Specification

ESSENTIAL	DESIRABLE
KNOWLEDGE AND EXPERIENCE	
Educated to graduate level and substantial demonstrable experience in directly relevant works experience.	Extensive understanding of the requirements of Overview and Scrutiny in the public sector
Successful record of planning, prioritising and producing work of a high standard	
Direct experience of operating within a changing environment	
Experience of working with a wide range of people	
A successful track record in local government	
Experience in one of the following areas: <ul style="list-style-type: none"> • Scrutiny support • Policy development 	
An understanding of the legislative provisions of the Local Government Act 2000, and subsequent legislation including Localism Act.	
ABILITIES AND SKILLS	
The ability to maintain productive working relationships with Members and with Officers at all levels within the organisation	A broad understanding of Local Government and Combined Authority landscape
Ability to analyse complex situations quickly and develop and communicate appropriate solutions.	An understanding of the Combined Authority's core values and objectives
The ability to prioritise work and deliver outcomes within timescales	
The ability to understand, interpret and communicate complex data and information	
Ability to develop and implement strategies, plans and frameworks over the long-term	
Report writing & data processing skills.	
Experience in research and development activity including data analysis	
Proven ability to work in a rapidly changing environment	
Experience of all software associated with Microsoft Office.	
PERSONAL STYLE AND BEHAVIOUR	
A working style which commands confidence and respect of Officers and Members	
A flexible approach to work and a capability to work under pressure to deadlines with drive and enthusiasm.	
Excellent communication skills	
Political sensitivity	

Tact combined with assertiveness where Appropriate	
A responsible and responsive attitude to workload and customers	
Able to demonstrate positive response to change	
Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance)	