**Policy and Research Analyst (SC6)**

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| **CATERGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALITFICATIONS** | Degree or equivalent in a related subject  And /or  Relevant experience of successfully undertaking a policy role | AF/C |
| **WORK EXPERIENCE** | Relevant experience in Politics/Public Affairs or similar field | AF/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Detailed knowledge of the legislative and parliamentary processes.  The ability to assimilate and understand complex issues quickly considering the wider political landscape.  Detailed knowledge of fire service regulations, fire service reform and other policy matters.  The ability to deal with complex issues, identify relevant information, implications and risks, to develop and evaluate options and communicate the impacts effectively.  The ability to provide effective scrutiny and challenge.  The ability to interpret legislation, regulations, complex written information and political issues.  Excellent written and verbal communication and numeracy skills as well as the ability to tailor your approach, clarify messages and activities and persevere when needed.  The ability to work collaboratively with key stakeholders.  Good verbal and written communication including the ability to represent the Service at meetings and speak at public and stakeholder events.  The ability to manage multiple priorities and respond flexibly to competing demands and challenges; plan and organise work effectively, including successful and timely delivery of tasks.  Proven ability to work well in a team.  The ability to establish priorities and manage a complex workload in order to meet tight deadlines.  The ability to work independently and with considerable discretion but to seek advice as required. | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/AC/I  AF/AC/I  AF/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/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