**TITLE OF POST: POLICY AND RESEARCH ANALYST**

**GRADE: SC6**

**RESPONSIBLE TO: HEAD OF POLICY AND ENGAGEMENT**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Head of Policy and Engagement Manager, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

1. **GENERAL DUTIES**
   1. To promote the Service Vision, ‘Creating the Safest Community’.
   2. To work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
   3. To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
   4. To maintain appropriate and robust information systems within the department.
   5. To maintain positive and effective liaison links with organisations and partners as appropriate.
   6. To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
   7. To ensure complete compliance with current Data Protection Legislation.
   8. To ensure relevant knowledge is up to date.
   9. To identify and recommend areas of potential improvement.
   10. To represent the function at internal and external meetings and events and take minutes when required.
   11. To support the activities of the function and diary management for line management where required.
   12. To support colleagues with their work as required.
   13. To attend internal and external training courses as necessary.
   14. To undertake any other duties as appropriate to the role.
2. **ROLE SPECIFIC DUTIES**
   1. Ensure professional and technical knowledge is up to date and provided as exceptional service to the organisation.
   2. Continuously review working practices to identify and manage change to promote continuous improvement.
   3. Contribute and deliver the implementation of sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
   4. Deputise at high-level meetings on behalf of the Head of Policy and Engagement and keep up to date with key external development.
   5. Management of the Policy, Governance and Consultation functions, to ensure that the Fire Authority meets its statutory responsibilities.
   6. Providing senior support and advice to Principle Officers, Area Managers, Heads of Service in respect of Policy, Governance and Consultation.
   7. Delivering the Policy, Governance and Consultation aspects of organisational and departmental plans, ensuring relevant objectives are met.
   8. Achievement of relevant KPIs where appropriate.
   9. Preparing and drafting reports for Fire Authority, Governance Committee and Executive Management Team.
   10. Development, drafting and implementation of the Authority’s Strategic Community Safety / and Integrated Risk Management Plan.
   11. Accountable for Policy, Governance and Consultation functions.
   12. Act in accordance with the Fire Authorities Standing Orders, Financial Regulations, Delegation scheme, code of conduct and legislative requirements.
   13. Manage, promote and influence policy for the Service including, identifying and briefing senior managers on emerging strategic issues and to identify appropriate action owners and follow up responses.
   14. Providing support, advice, research and analysis to the Head of Policy and Engagement and the wider Senior Management Team.
   15. Providing specialist policy and governance advice on fire service related legislation, policy and publications.
   16. Support the growth and maintenance of TWFRS’s credibility and reputation with key external influencers including representing the service at a senior level, building relationships with key stakeholders, and speaking publicly on the Service’s behalf, for example at conferences and events.
   17. Play an integral part in engaging and motivating managers to engage in, and keep up to date with key strategic developments and support subsequent development activities to ensure organisational compliance with those changes.
3. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
   2. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
4. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
   2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
   3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.
5. **SAFEGUARDING** 
   1. To promote the application of the Authority’s Safeguarding Policies.
6. **ENVIRONMENT STRATEGY**
   1. To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.