

Newcastle City Council

Job Description



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Post Title: Corporate Policy, Research and Analysis Advisor (A4252)

Evaluation: 638 Points Grade: N10

Responsible to: Principal Advisor

Responsible for: N/A

Job Purpose: To lead and develop strategic research and analysis and support policy-making and planning, in line with the of the Council's priorities.

Main Duties: 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. To work with colleagues and partners to support the development, implementation and evaluation of policy and strategy, including undertaking policy analysis.
2. To lead development, implementation and ongoing management of strategic research and information, ensuring outcomes of council research are incorporated in wider council knowledge base and used effectively across the organisation.
3. To contribute to sharing and integration of research and information across the Council and with partners.
4. To lead development and implementation of information systems, including Know Newcastle, ensuring it is fit for purpose to underpin strategic decision making, including but not exclusively the Council's budget development, Cumulative Impact Assessment and Joint Strategic Needs Assessment.
5. To manage allocated budgets including investigation of funding opportunities and assessment of any bids for funding.
6. To provide leadership, coaching and mentoring to others engaged in policy, research and information, including allocation of work.

7. To ensure the effective communication of key policy, research and analysis to internal and external audiences.
8. To develop and maintain positive and collaborative working relationships with relevant internal and external stakeholders in relation to research and policy analysis activity.
9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.