

Person Specification

Corporate Policy, Research and Analysis Advisor

Part A:

The following criteria (experience, skills and qualifications) will be used to short list at the application stage.

Essential:

- Extensive experience undertaking policy analysis and development across a range of policy themes.
- Excellent writing skills and the ability to present complex issues for a range of audiences.
- Experience in developing and running effective information and analysis systems.
- Experience leading strategic research projects.
- Experience in embedding relevant information and analysis in the work of a large organisation.
- Understanding of the national policy context impacting on local government.
- A clear commitment to continued professional development.
- Track record of advising and influencing credibly at a senior level.
- Ability to develop and maintain strong relationships with colleagues and partners.
- In-depth experience of analysing and interpreting complex information, research and data and using this to inform policy development and decision-making.
- Ability to manage projects to deadlines and budgets.
- Experience of co-ordinating the work of a small team.

Part B

The following criteria will be explored further at interview stage:

- Ability to operate effectively and at a senior level in a politically-led organisation.
- Understanding of the relationship between research, analysis and policy development in a large, complex organisation.
- Excellent oral and communication skills.
- Ability to lead development of policy and analysis products.
- Approach to coaching & mentoring.
- Approach to prioritisation and managing workload.
- Effective problem solving and decision making skills.