

## Job Description

**Post Title:** Research Support Officer (A5152)

**Evaluation:** 384 Points **Grade:** N4

**Responsible to:** Senior Specialist Policy & Transformation

**Responsible for:** N/A

**Job Purpose:** To support the delivery of a range of projects and programmes led by the Chief Executive's Office /Leader's Office

**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. Support the delivery of a range of projects and programmes led by the Chief Executive's Office /Leader's Office, including through undertaking research and presenting findings verbally and through written work
2. Develop an understanding of all aspects of local government policy and practice
3. To provide general information support to elected members and officers of the council.
4. Liaise with council staff and partners in the delivery of work as appropriate, including attending meetings and representing the Council appropriately
5. Attend training courses and complete all required work within target timescales as set out within individual learning plans, reviews, timetables and tutor instructions
6. To assist in maintaining a healthy, safe and secure environment and to act in accordance with all placement policies and procedures
7. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.