

Job Description

Job Title: Policy and Projects Officer Violence Against Women and Girls (VAWG) – 12 month maternity leave cover	Service Area and Team: Policy Team	
Grade: C		
Reporting to (Line manager of post): Associate Director	Responsible for (Inc Staff and budget responsibility):	
<p>Our Values:</p> <p>Trust Through Collaborations - We believe collaboration helps us learn, grow, and explore new ideas – giving us the confidence to experiment, be creative, and deliver a real impact. We foster a culture of trust where open, honest conversations are valued and it's safe to challenge.</p> <p>Rooted in respect - We respect the different cultures, backgrounds, and perspectives represented within London Councils, our partners, and all who live and work across London's boroughs. We create space for every voice to be heard and valued. We call out current, historic, and systemic prejudice, seek out different views, and act with integrity to achieve fairer, more equitable outcomes</p> <p>Driven by Purpose - We are driven by our individual and collective purpose to make London a better place for everyone who lives in, works in, or visits the city we're proud to call home. Our commitment to making a positive, meaningful, impact across all London boroughs and communities shapes our actions and guides our decisions.</p> <p>Equality and Diversity - We are committed to and champion equality and diversity in all aspects of employment with the London Councils. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work</p> <p>Health and Safety - Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.</p>		

Job Summary

As a London Councils Policy & Project Officer, you will play a key role in the development, implementation, and evaluation of policies to address community needs as identified by Leaders Committee and London Councils' priorities. Working across London Councils' Strategic Directorates, you will engage with stakeholders, conduct research, and contribute to the creation of effective policies that align with the goals and values of London local government.

The post holder will be expected to bring significant expertise in violence against women and girls (VAWG), including a strong understanding of the relevant policy, partnership and delivery landscape across London. The role will lead on key partnerships and projects in this area and represent London Councils in relevant strategic forums and cross-sector partnerships, helping to shape policy, influence practice and support boroughs in responding to this priority.

Matrix Working

This role operates within a matrix working structure, collaborating across functional and project-based teams to achieve shared goals and deliver results that support our Shared Ambitions for London and Londoners. Team members are expected to work flexibly across functions, contributing their expertise where needed and supporting policy and project related priorities in a collaborative and responsive way.

Key Tasks and Responsibilities

Key tasks and responsibilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Policy Development and Delivery:

- Collaborate with internal teams, and external partners, providing high-level policy research and advice to develop policies that address identified needs across London.
- Conduct research and analysis on relevant issues to inform the policy development process.
- Provide guidance and support in translating policy goals into actionable plans.
- Establish metrics and evaluation criteria to assess the impact and effectiveness of implemented policies.

Knowledge management and compliance:

- Maintain an up-to-date knowledge of current and emerging issues and good practice to inform future policy development
- Ensure policies comply with relevant laws, regulations, and local governance procedures.

Stakeholder Engagement:

- Facilitate stakeholder engagement to gather input and feedback on proposed policies; represent London Councils in external meetings, consultations, and negotiations.
- Cultivate positive relationships and collaborate with stakeholders to foster support for policy objectives and project outcomes.

Project Management:

- Assist in the planning, execution, and monitoring of projects aimed at implementing local government policies and initiatives.
- Develop project plans, timelines, and budgets, and coordinate project activities with internal teams and external partners, including oversight of project resources as necessary.

Communication:

- Draft clear and concise policy documents, reports, and communication materials for various stakeholders, including senior management and elected officials.
- Communicate policy changes and updates to internal and external audiences.

Continuous Improvement:

- Participate in periodic reviews of existing policies to ensure relevance and effectiveness.

Utilisation of AI:

- Develop knowledge and understanding of how AI can enhance and improve your policy and project work and utilise it and share learning with colleagues.

Person Specification

CRITERIA	METHOD OF ASSESSMENT
Skills and experience <ul style="list-style-type: none">• Ability to work collaboratively with diverse stakeholders and work in a political environment.• Ability to develop public policy and create and manage project delivery.• Good analytical, research, and problem-solving skills.• Excellent written and verbal communication skills, with the ability to effectively communicate complex information to diverse audiences• Desirable - knowledge of local government structures, processes, and issues.	Sift Questions/Interview
Competencies/ Behaviours	
Communication and Influencing: <ul style="list-style-type: none">• Effectively communicating policy proposals, justifying decisions, and engaging with diverse stakeholders are crucial. This includes both oral and written communication, and the ability to persuade and influence others.• Aware of the overarching strategic policy goals of the organisation and London local government. Understands that information needs to be presented according to its audience; selects and presents it (briefing) so someone can understand a subject quickly.	Sift Questions/Interview
Working Together: <ul style="list-style-type: none">• Collaborating with colleagues, other government agencies, and external stakeholders is essential for developing and implementing policies. This requires understanding diverse perspectives, building relationships, and working effectively in teams.• Understands the interests of stakeholders, and the significance of relationships between them.	Sift Questions/Interview
Analysis and Problem-Solving: <ul style="list-style-type: none">• Identifying complex issues, analysing data, and developing well-informed solutions are crucial for policy development.	Sift Questions/Interview

<ul style="list-style-type: none"> Knows how to identify sources of evidence (for example internal data, professional opinion and external practice). Knows how to interpret different sources of data e.g. tables, dashboards, reports and how other visualisations can be used to succinctly convey the messages contained in a dataset. 	
<p>Adaptability and Resilience:</p> <ul style="list-style-type: none"> Being able to adapt to changing circumstances, embrace new technologies, and navigate complex political landscapes are essential. 	Sift Questions/Interview
<p>Commitment to Continuous Learning:</p> <ul style="list-style-type: none"> Staying up-to-date with policy developments, emerging issues, best practices is crucial for long-term success. Actively seeking opportunities for training, mentoring, and sharing knowledge. 	Sift Questions/Interview

London Councils Behaviours:

Trusted through Collaboration - How we demonstrate this Value (behaviours)

- We create **trusting relationships** where we value feedback and it's safe to challenge, and we treat sensitive information with respect
- We are transparent, **accountable, and open** in how we work with each other, our members, and our partners
- We **communicate** clearly and openly, ensuring information flows freely across all levels and functions, so everyone feels included and valued
- We **learn, develop, and innovate** through our collaborative approach – sharing our knowledge to deliver better outcomes

Rooted in Respect - How we demonstrate this Value (behaviours):

- We engage respectfully, by **listening** actively and **responding** thoughtfully, recognising the value in others' contributions and feedback
- We embed **equity** and **equality** in our decisions, processes, and daily actions
- We **challenge** bias and remove barriers to fairness and inclusion, recognising that fairness requires addressing unequal starting conditions
- We create a welcoming, **inclusive** environment where everyone feels they belong

Driven by Purpose - How we demonstrate this Value (behaviours):

- We **work together** to maximise our personal and collective impact
- We **listen** carefully to our members, communities and partners, making sure their needs shape our shared goals
- We **adapt** quickly and **learn** continuously to continue delivering meaningful change
- We stay **united** and **focused**, even when priorities shift and challenges emerge