

Job Description

Job Title: Policy & Project Officer	Service Area and Team: Policy Team
Grade: Band C	Date last updated: May 2026
Reporting to (Line manager of post): Associate Director	Responsible for (Inc Staff and budget responsibility): None

Our Values:

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.

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

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.

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

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.

Political Restriction:

In accordance with the Local Government and Housing Act 1989, certain posts are designated as politically restricted where they meet the statutory criteria, based on the duties and responsibilities of the role.

This post is not politically restricted.

Politically restricted posts are subject to statutory limitations on political activity, including restrictions on standing for elected office and engaging in certain political activities.

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.

Overall Purpose of Job:

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.

Key Tasks and Accountabilities:

Key tasks and accountabilities 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.

Competencies / Behaviours

Communication and Influencing:

- 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.

Working Together:

- 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.

Personal Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the CV and/or sifting questions, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

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.

PROTECTING OUR STAFF AND SERVICES

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.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: <ul style="list-style-type: none"> Desirable - knowledge of local government structures, processes, and issues. 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. 	Sift Questions/Interview and/or Anonymised CVs
SKILLS AND ABILITIES:	Sift Questions/Interview and/or Anonymised CVs

<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 <p>ANALYSIS AND PROBLEM-SOLVING:</p> <ul style="list-style-type: none"> • Ability to identify complex issues, analyse data, and developing well-informed solutions are crucial for policy development. <p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience working with large datasets and the ability to clean, structure and validate data for analysis. 	
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • Being able to adapt to changing circumstances, embrace new technologies, and navigate complex political landscapes are essential. • Staying up-to-date with policy developments, emerging issues, and best practices is crucial for long-term success. Actively seeking out opportunities for training, mentoring, and sharing knowledge. 	<p>Sift Questions/Interview and/or Anonymised CVs</p>

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