

Job Title:	Policy & Project Officer/ Senior Policy & Project Officer (Generic role)
Works under the Direction of:	Associate Director - Head of Programme Office and Associate Director
Collaborates with:	London Councils staff; Officers in London boroughs, the Mayor's office and the wider GLA family; National and London wide bodies in the public, private and voluntary sectors; Civil servants and government advisers
Job Grade:	Band C/D

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.

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.

Responsibilities

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.

At Band D level

- Provide innovative and creative ideas and concepts that support policy design, enhance and enable policy delivery.
- Develop actionable plans for policy delivery enabling policy goals/ outcomes to be achieved within the context of London Councils' strategic aims.
- Monitor the implementation of policies, identifying challenges, and making recommendations for necessary adjustments as appropriate to ensure delivery.

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.

At Band D level

- Codevelop and design project plans with the relevant project lead that deliver London Councils' strategic priorities, taking on responsibility for day-to-day activity and achievement of milestones.
- Make decisions as needed to ensure delivery of project plans and make recommendations for policy or process changes if that is needed to ensure delivery of project plans.
- Appropriate direction and management oversight of project related resources to ensure delivery of project.

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.

Skills, Experience and Competencies:

- 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.

Band D level

- Experience of stakeholder engagement, public policy development, project delivery and working in a political environment.
- Good influencing and negotiating skills.
- Strong analytical, research, and problem-solving skills.

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.

Band C - 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.

Band D - Articulates the links between policy and/or business area and the achievement of strategic policy goals in simple, compelling terms for external communication purposes. Demonstrates knowledge of the purpose of the communication, the outcome sought and the potential impacts. Presents arguments well, adapts tone and style to the audience.

- **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.

Band C - Understands the interests of stakeholders, and the significance of relationships between them.

Band D - Uses effective methods to work with colleagues and stakeholders and maintain strong relationships with partners.

- **Analysis and Problem-Solving:**

Identifying complex issues, analysing data, and developing well-informed solutions are crucial for policy development.

Band C - 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.

Band D - Can cross reference different data sources to check quality. Can select appropriate data visualisation techniques and adapt the presentation of data to specialist and non-specialist audiences. Uses data and analytics to provide insight.

- **Adaptability and Resilience:**

Being able to adapt to changing circumstances, embrace new technologies, and navigate complex political landscapes are essential.

- **Commitment to Continuous Learning:**

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.