



Person specification			
Post title	Policy & Research Officer	Grade	K
Service Area	Policy and Performance	Section/team	Policy and Research

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Ability to embrace the values of KMBC.	Essential	I
S2	Experience in development, implementation, monitoring and updating of policy and strategy	Essential	A/I
S3	Knowledge of statutory and regulatory frameworks	Essential	A/I
S4	Skilled in facilitating effective corporate planning	Essential	A/I
S5	Excellent facilitation skills and ability to apply to achieve required objectives in different forums – in leading meetings and workshops but also in other settings	Essential	A/I/E
S6	Effective report writing skills including the preparation of analytical reports	Essential	A/E
S7	Ability to effectively use appropriate computer applications including databases, spreadsheets and survey analysis software to manage and analyse data	Essential	A/I
S8	Experience of evaluating work to determine effectiveness and help shape future approaches	Essential	A/I
S9	Ability to understand and interpret national and regional policy	Essential	A/E/I
S10	Good working knowledge of current public sector policy and legislation.	Essential	A/I
S11	Practical experience of working at an operational level in engaging partners and other agencies individually, through networks and intermediaries.	Essential	A/I
S12	Experience of conducting the analysis, interpretation and presentation of data to provide intelligence support to meet the needs of a wide range of local	Essential	A/I

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	stakeholders.		
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	I
P3	A demonstrable willingness to share information and work with other people.	Essential	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	I
P5	Willingness to work flexibly including working outside normal office hours including weekends and bank holidays.	Essential	A/I
P6	Ability to work as part of a team engaged in multiple projects with tight timescales.	Essential	A/I
P7	Experience of managing competing demands and delivering work to tight timescales	Essential	A/I
P8	Ability and willingness to travel both inside and outside the Council area as required.	Essential	A/I
Communication			
C1	Excellent interpersonal skills and a proven ability to work across multiple services areas or agencies.	Essential	A/I
C2	Effective communication skills oral, written and presentation skills. Demonstrable experience in stakeholder engagement.	Essential	A/I
C3	Excellent stakeholder engagement skills with ability to work effectively with senior managers, elected members, partners and residents	Essential	A/I
Qualifications			
Q1	Minimum degree level attainment or equivalent experience	Essential	A/C

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

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Date	Approved by authorised manager	Designation
May 2016	Debbie Loughlin	Head of Performance and Improvement

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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