



Job description			
<b>Job title</b>	Graduate - Policy & Intelligence		
<b>Grade</b>	G		
<b>Directorate</b>	Resources		
<b>Service/team</b>	Policy and Performance		
<b>Accountable to</b>	Strategic Improvement and Intelligence Manager Lead Policy Advisor		
<b>Responsible for</b>	n/a		
<b>JE Reference</b>		<b>Date Reviewed</b>	July 2025

### Purpose of the Job

To support the work of the Policy and Performance service to understand need and demand, develop policies and strategies, monitor performance and measure impact against our key priorities and improve business processes. To undertake a programme of work across different Council departments, working with officers from within the Policy and Performance functions. This will include:

- (i) Development of needs assessments and demand modelling to inform Council planning and budget setting
- (ii) Research and analysis to inform strategy and policy development
- (iii) Development and delivery of high quality management information for Council services, including the use of Council databases and management information systems
- (iv) Reviewing and improving service delivery across the Council.

### Duties and Responsibilities

1. Support the development and use of needs to inform strategic and operational planning and commissioning decisions across the Council.
2. Work with Engagement colleagues to gather insight (face to face and via questionnaires/ surveys and other mechanisms) to help inform needs assessments, strategy development and service management.
3. Supporting the provision of research to enable the setting of effective priorities, including: -.
  - a. "Horizon-scanning" for national, sub-regional and local policy developments (and production of related reports and briefings);



- b. Assisting with evidence gathering and analysis.
  - c. Investigation of policy innovation and best practice.
- 4. Supporting the development and delivery of the Council's Corporate Plan and the wider strategic partnership's Knowsley 2030 strategy.
- 5. Facilitating and supporting the development and implementation of innovative and effective strategy and policy across Council services and in the partnership setting.
- 6. Working with Performance colleagues to develop delivery plans, performance frameworks and monitoring arrangements for plans and strategies.
- 7. Supporting Council services and, where appropriate, strategic partners to consider and respond to relevant policy developments.
- 8. Working with Improvement Officers to undertake diagnostic work on services/ processes to identify opportunities for efficiency and improvement via process improvement, system exploitation, customer journey mapping and/ or system/ process integration.
- 9. Supporting the development and delivery of high quality management information and intelligence data relevant for Council services to enable planning, decision-making and evaluation.
- 10. Production of key intelligence reports. 3) Support the Council's corporate and service planning processes.
- 11. Support the development and on-going management of the Council's performance management framework for services and interventions.
- 12. Play an active role in ensuring data quality across all databases/ management information systems.
- 13. Supporting the identification and management of corporate and departmental risks

### **Knowsley Better Together – Staff Qualities**



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.