

**Grampian Regional Equality Council Ltd**

**Job Description and Person Specification**

<b>Job Title</b>	Policy Officer
<b>Date of Job Description</b>	September 2021
<b>Base of Work</b>	Blend of home working, GREC Office (41 Union Street) and external meeting spaces as and when required
<b>Job Purpose</b>	<p>GREC is developing a new Policy Officer role within its team. This role will be crucial for GREC meeting one of its strategic outcomes which is to influence policy and practice at a national and local level. The overall aim of the role and project is to effectively influence change around key issues of inequality and discrimination affecting communities in Grampian.</p> <p>The Officer will be working across the GREC staff team, to ensure that the lived experiences of our clients and community connections are effectively captured in a way that can be used to effectively influence policy makers. Working with GREC's General Manager, the post will also involve regular engagement with policy makers at a local and national level, as well as regular interaction with GREC's Policy and Research Committee.</p> <p>The project is funded by Scottish Government's Equality and Human Rights Fund. The Policy Officer will be expected to contribute to funder reports and meetings.</p>
<b>Reporting Relationships</b>	<div style="text-align: center;"><pre>graph TD; A[Policy &amp; Research Committee] --- B[General Manager]; B --- C[Policy Officer];</pre></div> <p>The post is located within the GREC staff team reporting to GREC's General Manager, and will include some direct reporting to the GREC's Policy &amp; Research Committee. The post-holder will actively contribute to regular reports to the project funder (the Scottish Government).</p>
<b>Key tasks, duties and responsibilities</b>	<ol style="list-style-type: none"><li>1. Develop clear ways of routinely capturing the systemic and institutional barriers faced by individuals and communities in Grampian</li><li>2. Establish and build on existing relationships with key stakeholders and policy makers – ideally establishing regular meetings with public bodies across the region</li><li>3. Record and monitor progress in terms of attempts to influence policy, with a view to identifying and embedding good practice within the organisation</li></ol>

	<ol style="list-style-type: none"> <li>4. Report regularly to GREC's Policy and Research Committee on the progress made on different policy issues</li> <li>5. Support the development of a policy paper on institutional racism and discrimination in the Grampian context</li> <li>6. Work with GREC colleagues to develop an approach which combines building a strong evidence base, strong links with communities (including through an active GREC membership) and an active approach to influencing policy and practice</li> <li>7. Embed mechanisms within GREC that allow for the routine capture of lived experience</li> <li>8. Embed partnership working arrangements that allow for lived experience to routinely impact on policy and practice</li> <li>9. Support and lead on responses to relevant local and national consultations</li> <li>10. Represent GREC at relevant forums and networks with a view to influencing policy and practice</li> </ol> <p>The above is not intended to be an exhaustive list of all duties of the post, but a concise statement of the major tasks and activities of the post. There may be changes, with due notice and consultation, to the duties and responsibilities assigned to the post.</p>
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### Person Specification

<b>Competence</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Social science qualification at degree level</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong understanding of equality policy issues</li> <li>• Strong understanding of the local and national government arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of approaches to influencing change and creating impact</li> <li>• Academic theory that can underpin the work e.g. sociological</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Policy-influencing roles</li> <li>• Equality-related roles</li> <li>• Working with a range of public body stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Using and interpreting data</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication</li> <li>• Practical and effective inter personal skills</li> <li>• Good level of computer literacy</li> <li>• Highly organised</li> <li>• Administration and organisational skills to manage sensitive information and meet deadlines</li> <li>• High quality of report writing</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly, including some evenings and weekends</li> <li>• Demonstrate enthusiasm and commitment</li> <li>• Self-motivation and ability to self-manage</li> </ul>	