

## Policy Officer

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### JOB DESCRIPTION

<b>Position Title</b>	<b>Policy Officer</b>
<b>Location</b>	Offices of the Devon Association of Local Councils
<b>Reporting to</b>	The County Officer
<b>Salary</b>	SCP 18 – 23
<b>Hours</b>	14 hours per week, 2 years fixed term contract.

### JOB PURPOSE

To support the County Officer in all aspects of policy and project work for the Devon Association of Local Councils (DALC), including developing policy positions on behalf of Devon's Town and Parish Councils, and to communicate these in order to influence the external policy environment.

The primary purpose of the role is to support the effective operation of the County Committee in the formulation, development and delivery of policy and projects, and provide direction to the Board of Directors when determining future work plans.

This will be achieved by:

- Developing policy positions, both proactively and in response to consultations, to support and promote local councils and our communities.
- Working with member Parish and Town Councils to develop DALC's policy positions by gathering intelligence, consulting and communicating with our network, to inform discussions at DALC committee meetings.
- Engaging with a range of external partners and policy makers to achieve policy change.
- Identifying and delivering projects to support parish and town councils.

### DUTIES AND RESPONSIBILITIES

#### Policy Development

1. To identify key issues from town and parish councils on local, national and strategic policies by undertaking research, gathering information, analysing data, preparing case studies and drafting reports to inform DALC policy positions.
2. To provide briefing material to the County Officer and DALC members responsible for representing DALC at outside meetings and partnerships.
3. To communicate our policy positions to a range of audiences, in writing or in person, including to MP's, principle authorities, NALC and others with an interest in local government and communities.
4. To develop and maintain contact with officers and members at Devon's principle authorities, county associations, NALC, Devon's MP's and others with an interest in local government.

5. To prepare responses to national/local consultations and surveys on behalf of DALC and its members.
6. To inform and engage with DALC's member councils on policy matters through:
  - a. Electronic communication i.e. website, online surveys, newsletters
  - b. The County Committee, Larger Councils Committee and any ad hoc working groups.
  - c. Presentations at meetings organised by our members
  - d. Organising meetings, seminars, working groups or forums on behalf of DALC.
7. To represent DALC, and support the town and parish sector, through key contacts and to be proactive in liaising with relevant organisations, as may be reasonably directed by the County Officer. This may incur travel outside the Devon area.

### **Committees**

1. To provide secretariat support for the County Committee, Larger Councils Committee and any ad hoc working groups including preparing agendas, papers and minutes, and carrying out actions arising.
2. To promote the work of DALC's committees to our membership, and to those with an interest in local government, via newsletters, website and events.
3. To raise the profile of committee membership, and generate interest in standing as a committee member, ensuring where possible all seats are filled by contested election.
4. To work with, and develop, committee member's key strengths, identifying individuals to represent DALC on other bodies, or to be involved in working groups on policy matters.
5. To support the development of DALC committees as an effective representational voice of parish and town councils on policy matters.
6. To monitor performance of DALC's committees and measure their effectiveness.

### **Project Management**

1. To identify and deliver projects to support parish and town councils, working in partnership with other organisations (where required), as agreed by the County Committee and County Officer, to
2. To ensure all projects are delivered within agreed budgets and timescales, and where possible seek grants/financial or in-kind support where funds are limited.

### **General**

1. To use every opportunity to maintain and grow the membership of DALC and promote the role and work of member councils.
2. To collect and maintain relevant data, creating appropriate records that readily provide current, accurate and accessible information and keeping documents filed as instructed.

3. To ensure email, correspondence and telephone communication enquires and requests are dealt with in a timely and efficient manner.
4. To ensure a working knowledge of the broad aspects of the office activities and procedures and provide cover as required for other members of the team.
5. To work reimbursable hours including public and bank holidays as may be necessary for the completion of the duties outlined above, in agreement with the County Officer.
6. To undertake any other reasonable duties commensurate with the post and are in the interests of the Association as required.