



## **Role Title: Policy Advisor**

Post No: H0015

<b>Business Area:</b> Rural Services	<b>Grade:</b> H
<b>Contract Type:</b> Permanent	<b>Hours:</b> 37
<b>Location:</b> Cheltenham	
<b>Introduction:</b>  The CRC is an independent statutory body, set up to provide well informed, independent advice to government and ensure that policies reflect the real needs and circumstances of people living and working in rural England. We give particular focus to tackling disadvantage and economic under-performance.	
<b>Purpose of role:</b>  You will work as part of the Rural Services team to deliver the programme's key objectives to: <ul style="list-style-type: none"><li>• Develop evidence to promote fair, innovative and integrated access to services for communities.</li><li>• Promote innovative good practice service solutions that address critical areas of disadvantage and disability</li></ul> You will be expected to work across a variety of programme areas as required, but initially this post holder will focus on the areas of Health, Social Inclusion and services for migrant workers.	
<b>Key Responsibilities:</b>  Policy Influencing: <ul style="list-style-type: none"><li>• Undertake policy research and analysis, including preparing papers, consultation responses and briefings in order to facilitate and influence policy development, campaigning and advocacy initiatives.</li><li>• Monitor the research environment for reports and findings that inform the development of the CRC's programmes.</li><li>• To provide clear and timely written summaries, as requested, based on desk-based research, evidence, reports or data submitted by partners and rural stakeholders.</li><li>• Continue to develop skills and knowledge around a variety of rural policy issues, but initially Health, Social Inclusion and services for migrant workers.</li></ul>	

## Key Responsibilities contd:

### External Engagement:

- To act as an advocate for the CRC in promoting its objectives. To represent the CRC, and specifically the Rural Services team, at external networking events, conferences and seminars and engaging effectively with a wide range of stakeholders and partners.
- Establish, develop, and maintain proactive and positive working relationships with stakeholders ensuring added value to each other's agenda.

### Internal Engagement:

- Collect, collate and present evidence gathered from a range of sources to assist our team and colleagues at all levels within CRC. Proactively monitor related websites, press releases, stakeholders research and publications, keeping the team briefed about current and future initiatives as they arise.
- Support and advise colleagues on key public policy information, and contribute to shared learning across the programme teams.
- To ensure that the Rural Services team pages of the intranet are updated on behalf of the team (including entries to the weekly staff 'what's new' e-bulletin).
- To ensure that the CRC's 'forward planner' includes key dates and events relating to the work of the Rural Services team.

### General:

- To project manage a range of contracts delivering services such as research, consultancy and analysis.
- To provide regular financial information to line managers to enable sound financial management processes.
- To provide management information as required to enable effective reporting on corporate and team plans.
- To undertake a range of administrative duties in support of your work. The use of e-mail and IT is an integral part of this post.
- To comply with the CRC policy and practice requirements with respect to health and safety, equality and diversity, code of conduct and other relevant policies and procedures.

<b>Minimum entry level qualifications/experience:</b>	
Degree or equivalent and/or relevant experience	
<b>Role specific qualifications or qualifying experience:</b>	
<b>Essential:</b>	
Must be able to demonstrate:	
<ul style="list-style-type: none"> <li>• an understanding of the issues affecting rural communities and service provision;</li> <li>• a knowledge and understanding of the general policy environment in which the CRC operates along with an understanding of the way in which government works;</li> <li>• experience of researching and developing information to influence policy at a local level;</li> <li>• experience of applying information, policy and expertise to directly influence the actions and agendas of stakeholders, partners, networks and organisations;</li> <li>• ability to use IT (MS Office) effectively;</li> </ul>	
<b>Desirable:</b>	
It would be an advantage to be able to demonstrate:	
<ul style="list-style-type: none"> <li>• experience of managing contracts and financial management;</li> <li>• specific experience in the fields of social inclusion and/or health</li> </ul>	
<b>Person specification - competencies</b>	
Communication	<p><u>Essential</u></p> <p>You will have the ability to identify and understand internal and external audience needs and adapt the style of language to meet them by communicating clearly, concisely and accurately.</p> <p>You will be able to share ideas and knowledge, deliver clear oral and written communication, and adopt a creative approach to presenting complex issues.</p> <p>You will have the ability to engage effectively in team meetings and ensure the team are fully briefed and aware of your work and ideas.</p>
Relationship Management	<p><u>Essential</u></p> <p>You will have the skills to work effectively with stakeholders to create sound relationships, influence stakeholders thinking, and actively share network contacts.</p> <p><u>Desirable</u></p> <p>You will be working with a wide range of people with varying degrees of knowledge about CRC and your subject area. So you will need to use a consistent style of language which non experts can understand when promoting the CRC and policy areas.</p>
Working with People	<p><u>Essential</u></p> <p>You will need to demonstrate practical experience of working with colleagues across a range of policy issues and show how you are team orientated while still being able to work on your own initiative.</p> <p>You will be able to take responsibility for carrying out delegated tasks on time.</p> <p>You will need to demonstrate your ability to manage conflict in appropriate and effective ways.</p>

	<p><u>Desirable</u> You will need to provide regular personal and professional feedback on your performance.</p>
Personal Effectiveness	<p><u>Essential</u> You will need to be self motivated and enthusiastic in delivering your work; and in developing personal and professional skills.</p> <p>To be successful in this role you will have the ability to plan your workload and diary effectively; prioritise tasks (and re-prioritise if necessary) to deliver to task/project deadlines.</p> <p><u>Desirable</u> You will be able to display a calm and effective approach to unplanned tasks.</p> <p>You will have an inquiring mind, open to new ideas with others to improve organisational and personal effectiveness</p>
Skills	<p><u>Essential</u> You must have a sound understanding of project management processes and techniques; contract management processes, ensuring value for money and monitoring against delivery.</p> <p><u>Desirable</u> You will have the ability to take an analytical approach – recognising evidence from anecdote and be able to turn data into information to support and influence policy positions.</p>
Leadership & Teams	<p><u>Essential</u> You will share CRCs values, work to promote them as part of CRC and as an effective member of the Rural Services Team.</p> <p>You will need to be a good team member who is flexible and supportive of colleagues within the Rural Services team and within the wider CRC.</p>