

## Policy / Planning / Strategy Officer

---

<b>Department</b>	Strategic Policy, Performance and Population
<b>Reports to</b>	Principal or Senior Policy / Planning / Strategy
<b>Responsible for</b>	
<b>JE Ref:</b> SPPP114	
<b>Grade:</b> CS10	<b>JE Date:</b> 08/07/2019

### Job purpose

Responsible for developing elements of government policy, plans or strategy, producing evidence-informed, expert advice to senior officials and Ministers to ensure the Island's social, environmental and economic objectives are met. A key team member delivering policy/strategy/planning projects with direct impact on Jersey's legal frameworks, public services, public finances and spending, and reputation.

### Job specific outcomes

Develop elements of evidence-informed policy, strategy or plans that address Ministerial objectives, the Government's strategic aims, and Jersey's international obligations. Under guidance, apply a structured and engaged process – including policy research, evidence-informed analysis, and public and stakeholder consultation – to ensure that the resulting frameworks are robust and future-orientated.

Provide honest, objective and impartial advice to ministers and senior officials - and once decisions are taken, publicly support and deliver them. Deliver thorough, objective briefings to ministers and senior officials, enabling them to promote and engage in constructive discussions to progress the government agenda; prepare speeches, oral and written answers, in order that ministers are able to respond effectively to democratic scrutiny, thereby upholding the reputation of government.

Monitor policy during implementation, gathering insight to enable continuous improvement. Undertake elements of long-term planning and foresight projects, producing briefings and advice for senior management in order to enable informed policy and strategy formation, and to achieve consistency with legal and international obligations and best practice.

Robustly consider and plan projects, working closely with relevant senior team(s) to ascertain priorities so that resources can be focused effectively. Manage projects to achieve time and quality standards. Undertake research, including the use of public consultations and external experts; develop research briefs, undertake data gathering and analysis, altogether enhancing the quality and timeliness of current and longer-term policies, strategies and plans.

Draft press releases, develop key messages, and develop and deliver communications plans and strategies. Produce responses to complainants, comments and questions from interested parties,

pressure groups, professional bodies and members of the public. These activities will improve the transparency of the policy process.

Act as a role model at all times. Lead on tasks where requested. Work collaboratively as part of Team Jersey on all strategy/policy/planning matters, contributing to a learning culture focused upon improvement and high performance.

**Statutory responsibilities**  
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.



**Person Specification**

**Specific to the role**

	Essential	Desirable
Qualifications	<p>A relevant degree or equivalent experience (e.g. in one of the policy subject areas, strategy, planning, public policy or public administration).</p> <p>A professional qualification as relevant e.g. for planning posts.</p>	<p>Project management qualification.</p>
Knowledge	<p>Awareness of policy and context in one or more specific policy areas. An awareness of current developments in these areas worldwide, but in particular developments in the UK and EU.</p> <p>Awareness of the challenges that face Jersey for the future as well as broader economic, social and</p>	<p>Working knowledge of corporate policies such as Data Protection, Freedom of Information, Financial Directions.</p>

	<p>environmental issues and the interaction between different policy areas.</p> <p>Appreciation of the legislative, strategic and political frameworks of the Government of Jersey and an ability to operate within them.</p>	
Technical / Work-based Skills	<p>Good policy and strategic reasoning skills with evidence of working at pace in a complex multi-stakeholder environment.</p> <p>Political awareness, understanding of the political process.</p> <p>Analytical reasoning applied to complex policy, organisational or governance problems.</p>	Understanding of policy production techniques.
General Skills/Attributes	<p>IT skills, particularly with Microsoft Office applications.</p> <p>Organised; able to deal with multiple competing priorities and a high workload.</p> <p>Confidence to initiate actions and fully participate in decision making.</p> <p>Ability to work independently with minimal supervision.</p> <p>Good oral and written presentation skills.</p> <p>Personal resilience to deal with challenging situations.</p>	
Experience	<p>Experience of undertaking research.</p> <p>Experience of successfully managing specific areas of policy/strategy and/or planning, managing engagement with a range of stakeholders.</p> <p>Experience of working effectively in a team.</p> <p>Experience of analysis or policy/strategy work.</p>	

### Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.