

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

**Designation:** Policy & Public Affairs Officer

**Grade:** PO1

**Reports to:** Policy Manager

**Grade:** PO7

**Directorate:** Chief Executive's Directorate

**Section:** Strategy, Transformation,  
Equalities and Performance

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#### **Main Purpose of the job:**

- Support the development of evidence-based strategies and policies that enable delivery of the council's priorities. Use research, insight and engagement to ensure policies are aligned, coherent and informed by best practice.
- Provide high-quality advice and analysis to senior officers and Members, contributing to emerging policy work and responding to national developments.
- Contribute to the design and delivery of the Council's public affairs approach, including support for consultation responses and strategic engagement with regional and national stakeholders.
- Build strong working relationships across the council and with external partners, enabling collaboration, insight sharing and joined-up policy development.

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#### **Summary of Responsibilities and Personal Duties:**

1. Enable the delivery of key council priorities, ensuring that council-wide strategies are a consistent, aligned and coherent framework to policies
2. Keep abreast of latest policy ideas and best practice across areas of interest in the public sector. Identifying opportunities for the council to deliver on its strategic priorities.
3. Support policy development projects and deep dives into key and emerging issues, including innovative ideas and generating new solutions to tackle issues. Facilitate the design of evidence-based strategy and policy development, using participatory methods to involve a range of stakeholders.
4. Provide urgent specialist support and advice to enable senior officers, council Directorates and the Cabinet as needed.

5. Support the creation and implementation of a Public Affairs Strategy for the Council, working closely with the Mayor's Office and Communications Team to ensure an effective and influential approach.
6. To work with colleagues in other departments who are engaging with external decision makers and opinion formers to provide expert public affairs advice on how to maximise impact.
7. Have oversight of consultation responses, including select Committee inquiries and open consultations. Supporting in drafting, checking and monitoring these submissions to ensure they align with each other and with Lewisham Council's priorities.
8. Draft and present reports to senior Council Officers, Members and local partnership bodies in relation to the production of policy.
9. Work with cabinet members and officers on policy areas which need additional focus, by supporting actions that deliver the cabinet's policy agenda.
10. Foster relationships and collaborate with key stakeholders internally and partners across the borough and region to stay connected and share knowledge, to gather insights and ensure policy alignment.
11. Maintain oversight of innovative policy developments across other local authorities and relevant organisations such as CCIN and the LGiU. Learning from best practice where possible.
12. Represent the Council at internal and external meetings and working groups.

To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.

All employees are required to participate in Appraisal process and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to making reasonable adjustments for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

**Internal contacts:** Members, Chief Executive, Executive Directors, Directors, Service Group Managers and all staff across the organisation

**External contacts:** The Local Strategic Partnership, other Public Sector Organisations, e.g. Local Trusts, CCG, Government Departments such as the Home Office, DfE, DWP, Cabinet Office, DLUHC, Voluntary Sector Organisations and regional bodies such as London Councils and the Greater London Assembly.

**Grade and number of immediate subordinates:** n/a

The postholder will be expected to supervise project teams as appropriate, some of whom may be at a senior level within the organisation. This will be an everyday feature of their job role and the members and numbers of staff supervised will change dependent on the project being undertaken. The postholder will also manage multiple project teams at one time, which also may involve external stakeholders

## Person Specification

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| <b>Job Title:</b>   | Policy & Public Affairs Officer | <b>Post No:</b>   |
| <b>Directorate:</b>   | Chief Executive's Directorate   | <b>Grade:</b> PO1 |
| <b><u>NOTICE FOR THE CANDIDATE</u></b>  |                                 |                   |
| The person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. Those categories marked 'S' will be used especially for the purpose of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your Application Form. |                                 |                   |
| <b><u>Equal Opportunities</u></b>   |                                 |                   |
| Aptitude for extending equal opportunities in service design, improvement and delivery.   |                                 |                   |
| Demonstrate commitment to the principles of equality in employment and service delivery   |                                 |                   |
| Commitment to implement the Council's Dignity at Work policies  |                                 |                   |
| <b><u>Knowledge and Experience</u></b>  |                                 |                   |
| Experience of strategy or policy development in central, local government, public body or think tank. Familiarity with the UK government structures, and policy-making processes  | S                               |                   |
| Knowledge of the current financial and strategic challenges facing Lewisham and local government.   | S                               |                   |
| Knowledge and experience of analysing and presenting data to senior management to enable effective decision making.   |                                 |                   |
| Proven experience of proactively working on own initiative, under pressure to tight timescales, managing and prioritising workload.   | S                               |                   |
| Excellent political awareness and experience of working within a political environment  |                                 |                   |
| Knowledge of public affairs, including an understanding of the Parliamentary process and how local government can influence national and regional bodies.   | S                               |                   |

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| <p><b>Personal Qualities</b></p> <p>Able to act corporately and collaboratively.</p> <p>Inclusive and supportive team player.</p> <p>A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect</p>  |  |
| <p><b><u>Circumstances</u></b></p> <p>Able to occasionally work outside and beyond the normal office hours to ensure deadlines and business objectives are achieved.</p>  |  |
| <p><b><u>Physical</u></b></p> <p>If you are disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.</p> |  |