

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: CORPORATE SERVICES

SECTION: WORKFORCE, COMMUNICATIONS & POLICY

LOCATION: NUMBER ONE RIVERSIDE (BASE)

JOB TITLE: POLICY ADVISER (SOCIAL VALUE AND COMMUNITY WEALTH)

POST NUMBER: 204812

Grade: 8

Accountable to: Head of Corporate Policy, Performance & Improvement

Accountable for: Research; Policy; Analysis; Communication; Business and Project Support

Hours of Duty: 37

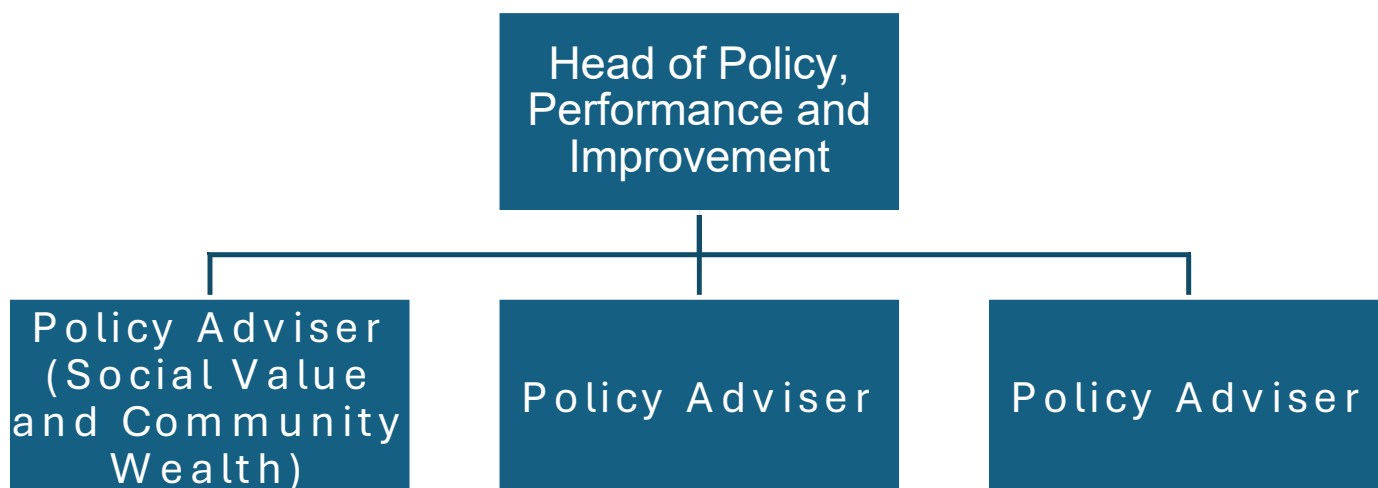
Any Special Conditions of Service:

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

This post is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The Council has recently agreed a social value framework to ensure the social value the Council generates is going towards our priorities. The role will be key in understanding what the borough's social value asks are. We also know that more needs to be done internally to raise awareness, improve understanding and train key staff in making sure the borough benefits from the social value we generate.

Social value and the social value framework contribute towards improving our community's wealth. Community wealth building aims to retain, circulate and grow money locally, especially in ways that reduce inequality and improve wellbeing. The purpose of the policy advisor role is to influence policy, strategy and decision-making to intentionally shape how local resources create inclusive economic benefits ensuring every policy decision asks: 'how does this build and retain wealth locally, and who benefits?'

Control of Resources

Personnel

To be self-motivated and able to manage own workload and training responsibilities

Financial

To work in accordance with Financial Regulations and procedures of the Council.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment and materials used by the post holder

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal:

Head of Corporate Policy, Performance & Improvement
Climate Change & Sustainability Project Manager
Chief Executive and his/her Leadership Team
Leader of the Council and his/her Cabinet
All services within the Authority
Council officers including commissioners
Elected members

External:

Members of the public

Community, Voluntary, Faith and Social Enterprise Sector

GMCA

Other GM districts councils especially those involved in Northern Gateway

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the Council's values

- **Pioneering in our approach:** We are ambitious for the people and place of Rochdale and will think creatively about how to deliver the best possible outcomes, working collaboratively with local people and partners
- **Proud of the difference we make:** We will celebrate and share our achievements and act as ambassadors for the borough of Rochdale
- **Passionate about the diversity of the people we serve:** We love the diversity within our workforce and local communities and will strive for excellence in meeting their different needs and aspirations.

Be aware of and apply the Council's behaviours at all times.

Principal Duties

1. To work on the development and delivery of a range of social value and community wealth building strategies, plans, policies and working practices to improve the Council's social value processes and explicitly include community wealth building objectives in strategies
2. To provide Project Management support on the implementation of the procurement policy / commissioning strategy and social value framework that sets out the direction whilst ensuring standards and consistency across the borough.
3. Providing advice to the Local Authority on the implementation of its social value framework and related documents supporting inclusive local economies

To work with Local Authority officers and members, the Greater Manchester Combined Authority and others to progress social value and community wealth building ambitions alongside aligning council policies with other anchor institutions e.g. NHS

To represent Rochdale Council at various social value and community wealth forums across Greater Manchester.

To research and identify opportunities that will benefit the Council's priority groups

To provide effective and efficient project management and support of social value and community wealth related projects.

To project manage the Match My Project social value brokerage system.

4. Anticipate and identify emerging issues, trends and opportunities by keeping abreast of national, regional and local policy developments especially in line with community wealth.
5. Deliver accurate and timely advice to Senior Leaders and Managers on policy proposals, changes in legislation and new statutes that will affect the organization.
6. Liaise with senior and other council staff in collating information on a wide range of issues to facilitate critical policy discussion and debate

7. Analyse, interpret and evaluate information on a range of complex subjects to provide policy advice including options and recommendations for resolution of issues or problems
8. Prepare briefing notes, issue and discussion papers, management reports and presentations to inform on key policy issues including for the Chief Executive, Leadership Team, Senior Managers, Leader of the Council, Cabinet members, Committees, Transformational programmes and project boards
9. Support the implementation of policy decisions by preparing appropriate documentation including strategies, policies and procedures and consulting with key audiences to explain and receive comment on policy proposals. Also support the monitoring and evaluation of corporate policy to ensure continued feasibility of decisions
10. Act as project coordinator and team leader on major policy reviews or cross-sectoral policy issues, including overall management of the project and direction of other staff.
11. Manage local relationships and partnerships by liaising with community groups, businesses, trade unions, members of the public and other local authorities
12. Provide support to Senior Leaders and Managers in developing effective relationships with GMCA/AGMA and leading on regional priorities
13. Provide support to the Council in the production of research and intelligence and dissemination of policy news and information widely across the organisation
14. Contribute to the development of corporate frameworks and processes to support consistent ways of working and continuous improvement
15. Take an active role in steering groups designed to support service development across the organisation, offering advice and guidance on the corporate approach
16. Respond to requests for information generated from the work of Senior Leaders and Managers as part of corporate policy, performance and improvement team functions
17. Work with Senior Leaders and Managers to help to ensure effective operation of Council Governance and Executive decision making
18. Develop effective training and information resources

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as trainer/facilitator
2. To attend meetings and events as necessary including occasional evening meetings of Council, Cabinet, Overview and Scrutiny Committees, Township Committees and other relevant committees
3. To undertake such duties and responsibilities of an equivalent nature as may be determined from time to time by the service head (or nominated) representative in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative)

Job Description prepared by	<u>Mark Bramah</u>	Date	<u>14 July 2024</u>
Agreed by Postholder	_____	Date	_____
Supervisor/Line Manager	_____	Date	
Assistant Director	_____	Date	

Rochdale Borough Council

Person Specification

Service :	Corporate Services	Post:	Policy Adviser (Social Value and Community Wealth))
Section :	Workforce, Communications & Policy	Post Number :	204812
Job Ref:		Grade:	8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form Interview A Assessment
(a) Special Working Conditions		
1 Do you have a flexible approach to working and responding to the needs of the service including travelling and attending evening or weekend meetings when required?	E	Application Form
(b) Qualifications and Experience		
2 Do you have a University Degree (or equivalent qualification and experience) that would be applicable to working in a corporate policy function within a Local Authority environment e.g. Public Administration, Politics, Social Policy, Business or related discipline (e.g. environmental science)?	E	Application Form and qualification to be checked at interview
3 Do you have an understanding of how a corporate policy function within a local authority, public service or other organisation operates?	E	Application Form and Interview
4 Do you have an understanding of how to liaise and consult with elected members, senior managers, partners and other stakeholders?	E	Application Form
5 What experience of gathering; coordinating and analysing information; data and intelligence to support strategic policy and decision making do you have?	E	Application Form
6 What is your experience of horizon scanning in order to anticipate and identify emerging issues, trends and problems so as to provide timely policy advice and to facilitate discussion and debate?	E	Application Form and Interview
7 What is your experience of leading and contributing to project work from inception to completion to support the delivery of outcomes?	E	Interview
(c) Skills and Knowledge		
8 Please demonstrate your good understanding of the role of local government, voluntary and community sector, social value and community wealth building	E	Application Form

9	Please demonstrate your excellent project management skills?	E	Interview
10	Please demonstrate your ability to analyze, interpret, and apply data and intelligence to understand its financial impact and commercial viability?	E	Interview
11	What is your knowledge of research methods; tools and data sources to support the coordination and presentation of information?	E	Application Form and Interview
12	How do you interpret varied and complex information and identify risks and opportunities?	E	Application Form and Interview
13	What capability to solve complex problems; develop innovative solutions and identify new ways of working do you have?	E	Application Form and Interview
14	How would you work as part of a team or collaboratively across different work areas to support service delivery, improvement or change?	E	Application Form and Interview
15	Please demonstrate your highly developed influencing, negotiating and persuasive skills	E	Application Form and Interview
16	Please demonstrate how you are tactful and diplomatic when dealing with sensitive or confidential issues and circumstances.	E	Application Form and Interview
17	Please demonstrate your sound judgement when working under pressure and to demanding timescales.	E	Application Form and Interview
18	What are your excellent verbal and written communication and presentation skills?	E	Application Form and Interview
19	How would you prepare relevant communications for a wide variety of audiences that delivers key messages and promotes a positive profile?	E	Application Form and Interview
20	Please demonstrate how you would act in a professional manner and promote a positive image of the Council?	E	Interview
21	Please demonstrate your self-awareness and how you take responsibility for identifying own development needs?	E	Interview
22	How would you manage others and performance?	E	Interview
(d) Behaviours and Values			
23	How are you able to demonstrate the job will be approached using the Council's values? Pioneering in our approach: We are ambitious for the people and place of Rochdale and will think creatively about how to deliver the best possible outcomes, working collaboratively with local people and partners Proud of the difference we make: We will celebrate and share our achievements and act as ambassadors for the borough of Rochdale Passionate about the diversity of the people we serve: We love the diversity within our workforce and local communities and will strive for excellence in meeting their different needs and aspirations	E	Application Form and Interview