

Graduate Policy Officer

Service	Reporting to	Location	Grade
Resources and Transformation	Policy and Equalities Officer	Salford Civic Centre / Hybrid	1A

About the role

- You will be based in the corporate Policy, Performance and Partnerships Team and will work on policy initiatives that contribute to the council's strategic priorities.
- You will assist officers within the policy team to carry out policy research and analysis so that Salford can benefit from new ideas and innovations.
- You will work with colleagues to support Salford's City Mayor and Chief Executive to represent the city at Greater Manchester Combined Authority meetings.
- You will support the work of the policy team in implementing key council strategies aimed at preventing and reducing poverty and inequality.
- You will assist on projects relating to the development of research at both a local and national level.
- You will prepare clear, accessible briefings and reports to communicate policy developments, outcomes, and learning to stakeholders.
- You will support the work of the council in its role as Secretariat to the national Key Cities network, including undertaking research, organising meetings and supporting writing policy briefings and reports.
- You will support the team to organise and participate in promotional events and training sessions as required.
- You will contribute to the delivery of a broad range of projects relating to key council and partnership priorities, gathering and analysing data to measure impact.
- You will assist in raising the profile and awareness of equality issues through supporting delivery of equality and cohesion related initiatives.
- You will demonstrate a passion for government policy and work in line with national and regional best practice.
- You will develop a strong, meaningful and respectful relationship with different teams across the council.
- You will ensure confidentiality when reviewing sensitive documents and you will always live the Council values – Pride, Passion, People, Personal Responsibility
- You will undertake such additional duties commensurate with the level of the post.

Key outcomes

- Play a key role in supporting council policy and strategy development through undertaking research and producing written briefings and reports to support current and emerging initiatives.
- You will develop a good knowledge of the functions and operations of Salford City Council and local government.
- Build and maintain strong links with communities to improve community cohesion and foster positive relations in support of the council's public sector equality duty.
- You will be proactive and work well under pressure to deliver timely reports/briefing papers to a high standard when required

What we need from you

- To model and demonstrate our values and behaviours.
- A strong interest in politics and political matters locally and nationwide.
- You will possess good communication skills, with a clear writing style to convey complex messages simply and for different purposes and channels.
- You must have a strong passion for social justice and the role of local government in tackling poverty and inequality
- You must be proactive and patient with strong people skills.
- You must have good analytical and research skills.
- You must always present yourself in an appropriate way to deliver and support Salford City Council's values

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

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Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

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Salford City Council

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

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