

Members' Library Service Request Form

Date of Document	18/02/22
Originator	Paolo Vestri
Originator's Ref (if any)	
Document Title	Creation of Policy Officer (Equalities & Tackling Poverty)

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Additional information:

Authorised By	Sarah Fortune
Designation	Exec. Director - Council Resources
Date	23/02/22

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STAFFING REPORT – NEW POST

REPORT TO: MEMBERS' LIBRARY SERVICE

BY: Executive Director – Council Resources

DATE: February 2022

SUBJECT: Staffing Report for the Creation of a Temporary Policy Officer (Equalities and Tackling Poverty) within Policy, Improvement & Partnerships Service

1 PURPOSE

- 1.1 To seek Head of Corporate Support approval under delegated powers for the creation of a **Policy Officer (Equalities and Tackling Poverty)** as a **Temporary** change to the staffing structure.

2 RECOMMENDATIONS

- 2.1 To agree the creation of a Policy Officer (Equalities and Tackling Poverty) and create an additional temporary post for 2 years.

3 BACKGROUND

- 3.1 Funding of £90,000 over two years has been provided from the COVID Recovery Fund to support the delivery and monitoring of the impact of the Financial Insecurity Funding stream and delivery of the new 2021-2023 Poverty Plan. The funding has been allocated to create a new temporary (up to 2 years) post in the Policy, Improvement & Partnerships service.
- 3.2 The purpose of the post is to play a significant role in developing, implementing, promoting and monitoring the Council's corporate policies and processes in particular in relation to tackling poverty.

The post's duties include:

- Co-ordinate the Council's and ELCPP's activity in relation to tackling poverty, addressing financial exclusion and promoting financial inclusion and capability, including the development of relevant priorities and plans, leading the work of the Tackling Poverty Working Group (or equivalent) and ensuring effective inter-agency work
- Contribute to the setting of, and leading on administering, ensuring the effective distribution and use of, monitoring and reporting of funding to support the Council's and ELCPP's priorities in relation to tackling poverty
- Develop and produce policy and good practice briefings on matters relating to equalities, tackling poverty and related matters

3.2 The Job Evaluation Team have evaluated the post at **Grade 9** (currently £33,067 - £37,246 per annum excluding on-costs).

4 POLICY IMPLICATIONS

4.1 There are no policy implications linked to the creation of this post.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

6.1 This post does not require a Disclosure check in order to comply with legislation/PSN Code of Connection.

7 RESOURCE IMPLICATIONS

7.1 Financial – Funding is available for this post from the £90,000 allocation from COVID Recovery Fund.

7.2 Personnel – This post has been evaluated and will be advertised in accordance with the Council’s Recruitment & Selection Policy. HR and relevant Trades Unions have been consulted.

8. BACKGROUND PAPERS

- Agreed Job Outline
- Proposed Structure Chart

AUTHOR’S NAME	Paolo Vestri
DESIGNATION	Service Manager – Policy, Improvement and Partnerships
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DATE	18/02/2022

JOB OUTLINE	
JOB TITLE: Policy Officer (Equalities and Tackling Poverty)	JET CODE: 6666
SERVICE: Corporate Policy & Improvement	
DIVISION: Communities & Partnerships	
REPORTING TO: Service Manager – Policy, Improvement	
<p>RESPONSIBLE FOR:</p> <p>No direct responsibility for staff but the postholder will be required to advise and support staff in the across Council services on matters relating to Equalities and Poverty.</p> <p>Supervision of in-house staff, staff from Community Planning partners and/or external consultants on allocated projects.</p>	
<p>JOB PURPOSE:</p> <p>To lead in developing, planning, implementing, monitoring and reviewing the Council’s approach to delivering on, and demonstrating its commitment to, Equal Opportunities.</p> <p>To play a significant role in developing, implementing, promoting and monitoring the Council’s corporate policies and processes in particular in relation to tackling poverty.</p>	
<p>MAIN DUTIES:</p> <p>Equalities and tackling poverty</p> <ul style="list-style-type: none"> • Play a leading role in ensuring that the Council and the East Lothian Community Planning Partnership (ELCPP), the Council Plan and the East Lothian Plan (Local Outcome Improvement Plan) promote equal opportunities and pay due regard to statutory duties under equalities legislation • Co-ordinate the Council’s and ELCPP’s activity in relation to tackling poverty, addressing financial exclusion and promoting financial inclusion and capability, including the development of relevant priorities and plans, leading the work of the Tackling Poverty Working Group (or equivalent) and ensuring effective inter-agency work • Contribute to the setting of, and leading on administering, ensuring the effective distribution and use of, monitoring and reporting of funding to support the Council’s and ELCPP’s priorities in relation to tackling poverty 	

- Develop and produce policy and good practice briefings on matters relating to equalities, tackling poverty and related matters
- Play a leading role in the development, implementation, monitoring and review of the Council's approach to delivering on, and demonstrating its commitment to, Equal Opportunities and the Council's statutory duties under equalities legislation
- Produce and co-ordinate the implementation, monitoring and review of the Council's Single Equality Scheme or equivalent equality policy
- Act as the Council's main point of contact, and principal adviser, on all issues relating to Equal Opportunities
- Establish, develop and maintain links and engage with various communities of interest within East Lothian and act as the secretariat for the East Lothian Diversity Network
- Liaise regularly with the Human Resources service on its work on Equalities within the Council
- Engage and liaise with elected members and Council staff as appropriate on Equal Opportunities and related matters
- Deliver, or arrange training to Council staff and Community Planning partners on Equalities issues and tackling poverty

General

- Contribute to the development of medium / long term strategies or plans, including the Council Plan and Service Plan
- Contribute to Community Planning processes and mechanisms
- Contribute to the assessment of stakeholder / service user needs and to the design, development and improvement of programmes of activities or services
- Carry out research, policy development, analysis and evaluation, either corporately or on behalf of a particular service informed by research, best practice, legislation and Scottish, UK
- Assist in the provision of a corporate research and information service and draft and collate responses to consultation documents from the Scottish Government, COSLA, Audit Scotland etc.

- Maintain an awareness and understanding of, and produce briefings for colleagues, senior managers and elected members on the policies, priorities and activities of the Council and issues which may impact on the Council and the people of East Lothian
- Support and work with the Service Manager Policy, Improvement & Partnerships and the Head of Communities & Partnerships in delivering the Service Plan
- Manage projects and as required initiate and develop joint working with internal and external colleagues
- Develop and maintain personal contacts and participate in peer networks e.g. COSLA tasks groups, the Improvement Service
- Represent the Service Manager Policy, Improvement & Partnerships/ Head of Communities & Partnerships as required at meetings and internal / external working parties considering the operational implications of initiatives, developments or changes in legislation, guidance, policies or strategies

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to degree level or equivalent in an appropriate subject e.g. in a Law, Social Science or Arts Subject

Disclosure Scotland:

- None

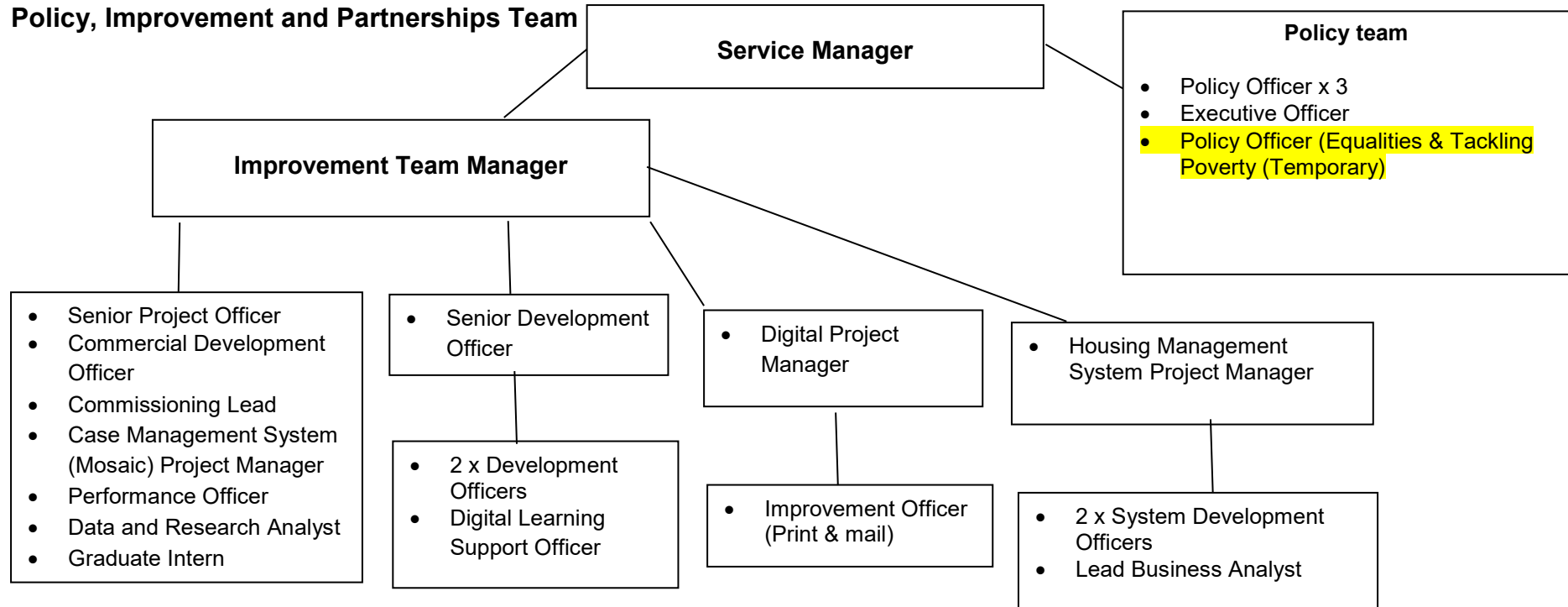
Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Educated to degree level or equivalent in an appropriate subject e.g. in a Law, Social Science or Arts subject	A current driving licence and/or use of a vehicle to travel between locations
Previous Experience (Paid & Voluntary Work)	Substantial experience of local government (or related sector, including the third sector), mainly in policy and/or equalities	
Knowledge/ Skills /Competencies	<p>Ability to analyse diverse and complex information</p> <p>Highly developed (inter-personal and written) communication skills involving advising, negotiating, persuading or informal advocacy in order to convince others to adopt complex guidance, policy or action</p> <p>Ability to respond independently to problems/situations and on serious issues make decisions through exercising initiative and acting on advice and guidance from a Manager</p> <p>Workload management skills</p> <p>Understanding and awareness of the Scottish political scene and a wide range of issues facing local authorities, in particular current debates and developments around the public sector reform agenda</p> <p>Experience of communication and reporting at strategic level with Chief Officers and elected members</p> <p>Experience of co-ordinating and managing projects</p> <p>Experience of, and comfortable working in, a computerised environment and</p>	Knowledge of the public sector and the workings of local government

	skilled in IT applications and using databases	
Personal Qualities	<p>Ability to research and evaluate matters and to resolve problems</p> <p>Ability to prioritise and manage a varied and complex workload and projects</p> <p>Ability to use own initiative</p> <p>Ability to work under pressure and meet deadlines</p> <p>Ability to develop effective relationships with stakeholders</p> <p>Ability to deal sensitively with staff and clients, including the need to deal with sensitive or personal matters and maintain confidentiality</p> <p>Ability to analyse and interpret data</p> <p>Ability to be creative</p>	Ability to demonstrate a wide range of written communication styles
Council Behaviours	<p>We are Customer Focused</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We Make Things Happen</p> <p>We Work Together</p>	

Policy, Improvement and Partnerships Team



Service Manager

Policy team

- Policy Officer x 3
- Executive Officer
- Policy Officer (Equalities & Tackling Poverty (Temporary))

Improvement Team Manager

- Senior Project Officer
- Commercial Development Officer
- Commissioning Lead
- Case Management System (Mosaic) Project Manager
- Performance Officer
- Data and Research Analyst
- Graduate Intern

- Senior Development Officer

- 2 x Development Officers
- Digital Learning Support Officer

- Digital Project Manager

- Improvement Officer (Print & mail)

- Housing Management System Project Manager

- 2 x System Development Officers
- Lead Business Analyst