

---

# Recruitment information

## Job description and person specification

---

<b>Your title</b>	Policy Assistant
<b>DBS check</b>	This post does not require a DBS check
<b>Post number</b>	CE1237
<b>Your team</b>	Policy within the Policy and Performance Team
<b>You would be based</b>	Civic Centre, Esher
<b>Your line manager</b>	Policy Officer



**Elmbridge**  
Borough Council

## About the role

You will be part of the Policy team which sits within the wider Policy & Performance Team. The Policy & Performance Team has a broad range of responsibilities in addition to policy work, including communications, human resources organisational development, economic development and climate change.

The Policy team itself is responsible for:

- strategic planning and performance monitoring
- Overview and Scrutiny
- programme and project management corporately as well as to prepare Elmbridge for local government reorganisation across Surrey
- corporate learning and development and health and wellbeing offers
- equality diversity and inclusion initiatives
- community safety
- community partnerships and grant funding

## The main purpose of the role:

As a Policy Assistant you will be:

- Providing support and administration for the [Overview and Scrutiny Committee](#).
- Coordinating the quarterly performance monitoring and assisting with strategic planning.
- Assisting in the planning, delivery, and evaluation of a range of projects across the Policy & Performance team and the wider organisation.

The role is varied and could be involved in multiple aspects of the Policy & Performance Team's work.

## Specific duties and responsibilities

- Work with elected Members, the Leadership Team, external partners and other colleagues to administer the council's Overview and Scrutiny function.
  - **Please note:** This will involve attending frequent evening meetings throughout the year.
- Assist in the planning and delivery of the council's performance monitoring process, including leading on the production of quarterly performance monitoring reports.

- Provide project and policy support on a range of internally and externally facing projects, working with Leadership Team, colleagues across the organisation and external stakeholders.
- Support the Council-wide strategic planning process and delivery of the [Vision](#).
- Administer the [Business Boost grant schemes](#).
- Provide administrative support as required for the corporate learning and development and health and wellbeing offers.

## What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

## Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

## Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

## Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

## Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

## Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

## Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

# Person specification

**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

## **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Policy Assistant**  
**Team: Policy & Performance**  
**Salary: £29,028 - £39,837**  
 (pay award pending)

**Post no: CE1237**  
**Hours: 36**  
**Car allowance: C4 (occasional)**

### Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Educated to degree level or equivalent	E	A

### Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
2	Experience of undertaking research and critical analysis in a range of different subject areas	E	A / T / I
3	Experience of working in a team	E	A / I
4	Experience of working in a political environment and/or with elected councillors	D	A / I
5	Experience of working on projects (either alone or as part of a team)	D	A / I

### Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
6	Able to use a variety of communications tools and able to produce reports, briefings and graphs	E	A / T / I
7	Good IT skills (including Microsoft 365)	E	A / T / I
8	Ability to work to deadlines and deliver under pressure	E	A / T / I
9	Proactively seeks to find solutions when problems arise	E	A / I

10	Political awareness	E	A / T / I
11	Understanding of local government and the current challenges it faces in Surrey	D	A / I
12	Works well with others and treats everyone with dignity, respect and fairness	E	A / I
13	Encourages new ideas and looks for new ways of working	E	A / I

## Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
14	Able to attend frequent evening meetings	E	A
15	Able to travel around the borough as required	D	A