

## JOB PROFILE

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<b>Job title:</b>	<b>Policy and Project Officer - 12 month fixed term contract</b>
<b>Grade:</b>	<b>AfC SCP 30-33</b>
<b>Salary:</b>	<b>£34,794 - £37,842</b>
<b>Job family:</b>	<b>Strategy and Transformation</b>
<b>Directorate:</b>	<b>Business Services</b>
<b>Reports to:</b>	<b>Head of Strategy and Programmes</b>

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### **WHO WE ARE**

Achieving for Children is a social enterprise company created by the Royal Borough of Kingston upon Thames and the London Borough of Richmond upon Thames to provide their children's services. On 1 August 2017, the Royal Borough of Windsor and Maidenhead became a co-owner of AfC and we now deliver children's services across all three boroughs.

Our vision for Achieving for Children is simple: by bringing together professional expertise from the three local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Achieving for Children is divided into five key business areas: Education; Early Help; Health Partnerships; Children's Social Care; and Business Services and Transformation. Each business area is led by a Director or Associate Director who reports to the Director of Children's Services or Managing Director.

### **About the Team**

The Business Services Directorate works across all of Achieving for Children's Operational Areas and includes the following business units: Intelligence, Business Systems and ICT; Strategy and Transformation; Business Support; Business Development; Communications; Commissioning and Workforce Development.

The Strategy and Transformation Team is responsible for developing Achieving for Children's business planning and policy work as well as information governance

arrangements. It leads on the organisation's programme management approach, including the implementation of business plan projects, service redesign and organisational transformation. It also manages the business support and digital work in operational area one.

## **PURPOSE AND RESPONSIBILITIES**

The Policy and Project Officer will be responsible for supporting the Strategy and Transformation Team in a range of areas, from helping with the implementation of priority projects, developing project plans and keeping progress reports updated to writing policy documents and minutes from meetings and helping with data analysis and evaluation.

The post holder will work across Achieving for Children, liaising with senior officers and colleagues in frontline services in both operational areas. They will need to have excellent interpersonal skills, organisational ability and IT skills. Good writing abilities and experience of project management is needed as is an interest in and some knowledge of children's services.

### **Key responsibilities**

#### **Professional**

1. Contribute to the development and implementation of organisational priority projects, including effective project planning; project management; delivering on actions identified in project plans; and co-ordinating resources to ensure projects are delivered on time and on budget, within Achieving for Children's programme and project management framework.
2. Contribute to the implementation and quarterly monitoring of service planning across Achieving for Children including providing support to senior managers to enable them to identify service priorities.
3. Liaise, negotiate and collaborate with internal and external stakeholders including managers, employees and partnership agencies as required to ensure the effective delivery of projects.
4. Support the development and review of corporate and operational strategies and policies, providing advice on policy development based on solid research and a sound understanding of leading practice and statutory responsibilities, and maintaining our policy infrastructure.

5. Undertake activities to support Achieving for Children to meet our equalities and diversity obligations.
6. Undertake research activities to ensure that the organisation has the intelligence it needs to make informed decisions about service performance, effectiveness and development.
7. Keep abreast of local and national developments to enhance projects and policies accordingly, to satisfy internal and external demands.
8. Contribute to the development and implementation of the work of the Strategy and Transformation Team.
9. Actively support a culture of innovation and enterprise within Achieving for Children so that individual services are flexible, adaptable, multi-agency and child-focused, and the whole organisation learns from its mistakes, shares knowledge about what works, challenges existing practice and develops new models of service delivery.

### **Communication**

1. Act as a point of contact for allocated projects, providing advice and guidance in when required. Ensure that key milestones and information are communicated to internal and external stakeholders.
2. Prepare reports and presentations on key projects in a range of formats and to different audiences.
3. Support the writing of key documents, such as letters, emails, agendas and presentations, policies and procedures as well as typing up and summarising notes from meetings or events and undertaking any other administrative tasks as required.
4. Promote mechanisms to seek out, listen to and respond to the views and ideas of managers, employees, partners and other stakeholders (particularly children, young people and their families) in order to ensure services are relevant, responsive and truly focused on meeting identified needs.

### **General**

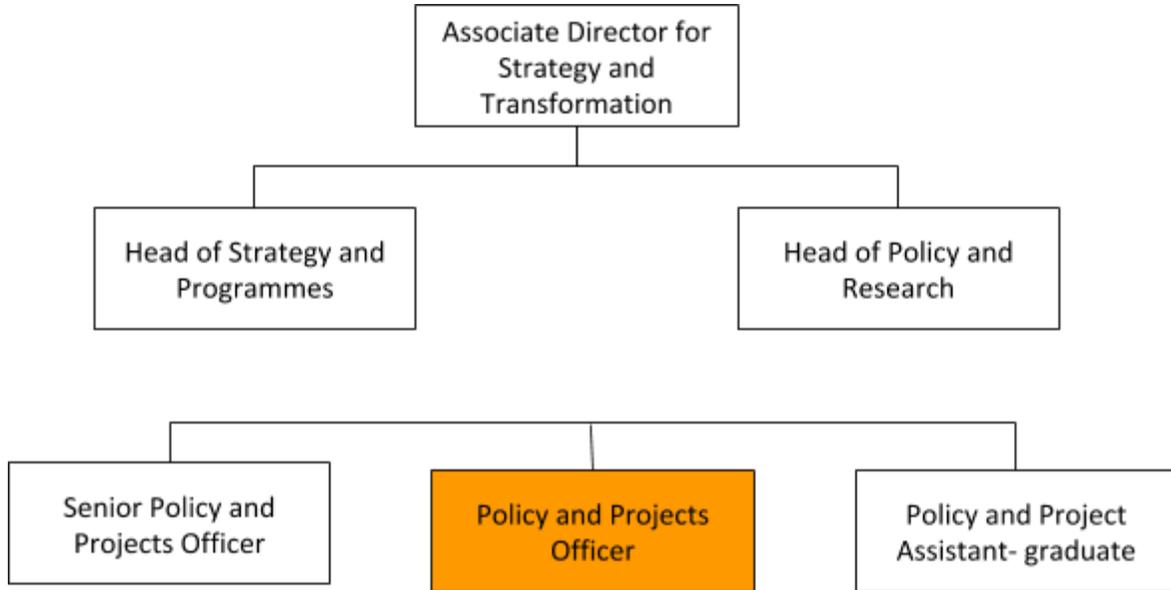
1. Promote diversity and equality in the development and delivery of services and in all aspects of people management.

2. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.
3. Remain up-to-date with relevant legislation, technical standards, professional codes of conduct and leading practice to ensure that services have access to the most appropriate performance management systems.

**Management responsibilities**

There are no line management responsibilities associated with this post.

**ORGANISATION CHART**



**ACHIEVING FOR CHILDREN’S PROMISES**

We will put children and young people first.	Essential	Interview
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We will embrace diversity and champion inclusion.	Essential	Interview
We will be resourceful, adaptable and dependable.	Essential	Interview
We will nurture strong, responsive and caring relationships.	Essential	Interview
We will value and invest in our staff to deliver innovative and quality services.	Essential	Interview
We will work with our customers to deliver the most effective solutions for them.	Essential	Interview

#### ACHIEVING FOR CHILDREN VALUES

		Requirement	Assessed by:
<b>Empower</b>	I help others to realise their ability and potential, and show emotional intelligence in my approach. I show appropriate and respectful use of power given to me in my job or position and I use this to encourage and enable others.	Essential	Interview and application
<b>Respect</b>	I will listen to and value other people's perspectives and differences. I will show empathy and humility in the way I communicate.	Essential	Interview and application
<b>Trust</b>	I am reliable, others can count on me to undertake tasks and deliver on what was agreed – I will do what I said I would do. I	Essential	Interview and application

	will encourage open and honest communication, and model clear and fair professional boundaries.		
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## PERSON PROFILE

### Qualifications

Educated to degree level in a relevant discipline and/or a professional qualification or equivalent level of experience	Desirable	Application form
Project Management qualification, e.g. PRINCE II, Agile	Desirable	Application form

### Experience

Experience of supporting projects, with multiple objectives, budgets and timeframes.	Essential	Application form interview and test
Experience of producing a range of project materials such as business cases, project plans, risk registers, highlight reports, in line with project management methodologies.	Essential	Application form and interview and test
Experience of working with different stakeholders including senior managers and management teams, employees and external clients.	Essential	Application form and interview
Experience of supporting the development and delivery of business plans, strategies and policies that support the effective delivery of frontline services and achievement of better outcomes.	Desirable	Application form and interview
Experience of using, and undertaking and/or managing research, to understand best practice and inform options for service development.	Desirable	Application form and interview

### Knowledge, skills and abilities

Knowledge and understanding of legislation, statutory frameworks and national policy affecting services for children, young people and families.	Desirable	Application form and interview
Strong organisational and time	Essential	Application form

management skills with the ability to work quickly and accurately, prioritising workloads and ensuring deadlines are met.		and interview and test
Ability to assimilate ideas quickly and respond to new and emerging issues.	Essential	Application form and interview and test
Good communication skills, including the ability to use different communication styles and techniques.	Essential	Application form and interview and test
Ability to research, collate and analyse data or information and produce reports of the findings.	Essential	Application form and interview and test
Creativity and strategic thinking skills, including the ability to improve services, develop new ways of working, and find appropriate solutions to complex issues.	Essential	Application form and interview
Ability to work as part of an effective and supportive team.	Essential	Application form and interview
Good knowledge of ICT solutions, G-suite and Microsoft applications.	Essential	Application form and interview
Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.	Essential	Application form and interview

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families, in the most effective and efficient way. As a result, the key tasks in any job profile may be varied and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

Agreed: September 2019