

JOB TITLE:	Policy and Performance Officer
DEPARTMENT:	Transformation – Policy and Programmes
GRADE:	Scale 4
HOURS:	Full-time (37 hours per week)
ACCOUNTABLE TO:	Senior Policy and Programme Manager
LOCATION:	Winchester City Council City Offices or any other location of the City Council and its and partners as required.

POST OBJECTIVE

To support the delivery of the council's corporate policy, performance, governance, and emergency planning functions. The postholder will contribute to the development and implementation of key policies and strategies, provide research and analytical support, and ensure compliance with statutory obligations including Freedom of Information (FOI) legislation.

This role is critical in supporting the council's preparations for Local Government Reorganisation (LGR) and Community Governance Reviews (CGR).

Key responsibilities:**Policy Support, Research and Data Insight**

- Monitor and analyse national and local policy developments.
- Provide advice and briefings to senior officers and elected members on policy implications.
- Support the development of internal policies and ensure consistency across the organisation.
- Undertake research and data analysis to support strategic planning, LGR, and CGR.
- Ensure compliance with Open Data and Transparency Code.
- Support the council's corporate planning process with the Senior Policy and Programme Manager and the annual reviews of the Council Plan and departmental Service Plans.



Programme and Project Governance

- Provide administrative and coordination support to the Programme and Capital Board.
- Support project managers with tools, templates, and training aligned with the council's Project Management Methodology (PMM).
- Maintain action logs, collate reports, and ensure effective governance processes.

Emergency Planning and Business Continuity

- Support the development and maintenance of the council's Emergency Response Plan.
- Assist in organising training and annual emergency planning exercises.
- Support the development and testing of business continuity plans.

FOI Management

- Manage the receipt, coordination, and response to FOI requests in line with statutory deadlines.
- Liaise with service areas to gather information and ensure timely, accurate responses.
- Maintain records and publish FOI responses in accordance with transparency requirements.

General Responsibilities

- To be aware of the other responsibilities of the team, providing cover and support for other team members as required by the Senior Policy & Programme Manager
- To work actively towards the fulfilment of the council's corporate objectives and the Policy and Programme Service Plan.
- To be aware of and comply with all relevant corporate procedures and systems.
- To ensure administrative and financial integrity in activities undertaken and maintain an appropriate level of confidentiality with regards to all aspects of the job.
- To undertake such other duties as determined by the Senior Policy and Programme Manager, commensurate with the grade of the post, abilities of the post holder and the general post objective

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.



Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....

July 2025





PERSON SPECIFICATION

JOB TITLE Policy and Performance Officer

DEPARTMENT Transformation – Policy & Programmes

Date: July 2025

Requirements		Weighting	Assessment Method
Skills	Ability to research complex issues, and provide succinct and easy to understand reports	3	A/I
	Excellent written and oral persuasive communication skills	3	A/I/R
	Ability to approach analysis and problem solving using creativity and innovation	3	A/I
	Understanding of FOI legislation and data protection principles	2	A/I/R
	Organisational & project management skills	2	I/R
Experience	Proven experience of preparing reports on complex issues	3	A/I/R
	2 years' experience of working in Local Government or similar complex system	2	A/I
	Proven analytical skills	3	A/I
	Experience of working in a policy development role	2	A/I
	Experience in facilitating meetings, preparing and analysing data	3	A/I
Personal Qualities	Ability to communicate effectively at all levels within the Authority	3	A/I/R
	Ability to constructively challenge the status quo	2	A/I/R
	Commitment, enthusiasm, confidence	3	A/I/R
	Excellent interpersonal skills and ability to build rapport	3	A/I/R



	Ability to work as a team member and build relationships	3	A/I/R
	Flexible approach to work and assisting colleagues	3	A/I/R
Specific Job Requirements	Excellent awareness of policy context of local government	3	A/I
	Understand the pressure for change within the council and the implications of service delivery	3	A/I
Qualifications	Degree level (or equivalent)	1	A/Q

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job

Assessment

*Application Form
References*

*A
R*

*Interview
Presentation*

*I
P*

*Tests
Evidence of Qualifications*

*T
Q*

