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**Job Description**

**Job title:** Policy and Research Officer

**Salary:** NJC Scale Points 23-25 £32,076 - £33,945

 pro rata

**Hours:** 21 hours per week

**Place of work:**  Remote working with office base at Spark, Cardiff

**Responsible to:** **Business and Partnerships Manager**

**Key relationships:** DW Staff Team, DW Board of Directors, DW Members, Stakeholders

**Contract:**  Permanent contract

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**An outline profile of the post:**

* To drive impactful change in public policy and influence key policymakers by developing robust, evidence-based policy positions. This role will integrate these policy positions with strategic influencing, campaigning, and communications activities to advance Disability Wales’ mission, aims and objectives.

**Key requirements of the role of Policy and Research Officer**

* Develop and research policy papers and produce reports to inform DW campaigns and policy positions
* Collate data, design, disseminate and analyse member surveys
* Participate in and respond to parliamentary and government consultations and inquiries
* Represent DW on stakeholder groups and networks

**Job Responsibilities:**

**Policy, Research and Networks**

* Develop credible, evidence-based policy solutions and draft internal and external policy briefings, position statements, reports, and consultation submissions.
* To promote DW to politicians, public sector officials, researchers and service planners in Wales to ensure that key decision-makers consider DW the expert on disability rights, equality and independent living in Wales.
* To monitor and evaluate relevant legislation and public policy against the principles of the UN Convention on the Rights of Disabled People (UNCRDP)
* To research the needs of disabled people in co-production with DW members and develop an effective evidence base aimed at addressing gaps in policy and service provision and to inform DW’s income generation and fundraising plans
* To provide the Secretariat for the Cross-Party Group on Disability and other relevant panels as required
* To write and produce policy and campaigning materials
* To respond to media enquiries as appropriate
* To participate in the development and delivery of conferences, seminars, workshops and training in order to engage key stakeholders, to develop and test policy thinking and shape the public policy debate.

**General Duties**

* To undertake any other duties as required which are in keeping with the aims of the post.

**Person Specification**

**The post holder must be a disabled person**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Degree or equivalent experience | E |  |
| **Experience** |  |  |
| Experience of policy development in a complex environment  | E |  |
| Experience of writing policy documents of varying length and for a variety of audiences | E |  |
| Experience of lobbying, campaigning and influencing at government level and engaging with political processes and networks  | E |  |
| Relevant experience in working collaboratively with disabled people and their organisations | E |  |
| Experience of facilitating a diverse range of stakeholders contributing to the development of good policy and practice | E |  |
| Experience of using community development/capacity building techniques | E |  |
| Experience in undertaking and delivering research projects | E |  |
| Experience of producing evaluation reports | E |  |
| Previous experience of working in the Third Sector |  | D |
|  | E |  |
| **Knowledge** |  |  |
| Understanding of the political and policy making process in Wales and levers for influencing change | E |  |
| Understanding of co-production as a method of joint working in relation to policy and practice | E |  |
| Knowledge of working within the Third Sector and the associated policies and procedures |  | D |
| **Skills** |  |  |
| Ability to analyse complex policy issues, identify key issues for DW and develop messages for influencing and campaigning | E |  |
| Ability to communicate policy messages to a range of audiences through a variety of channels | E |  |
| Ability to plan, manage and deliver projects and initiatives | E |  |
| Ability to adopt a motivated, committed and flexible approach to duties | E |  |
| Ability to build relationships with internal and external stakeholders | E |  |
| Self-motivated and work independently when required | E |  |
| Ability to manage competing demands with good organisational skills | E |  |
| Ability to work as a team member and on own initiative | E |  |
| Ability to work to deadlines | E |  |
| Ability to prioritise workload | E |  |
| Welsh Language Skills |  | D |
| **Values/Commitment to** |  |  |
| The Social Model of Disability | E |  |
| DW’s mission, aims and objectives and values | E |  |
| Equality, Diversity and Human Rights | E |  |
| An Inclusive Society | E |  |
| The cultural importance of the Welsh Language | E |  |
| A team working approach across DW | E |  |
| Good working practices, e.g. professionalism, confidentiality, punctuality, adaptability | E |  |
| Continuous professional development | E |  |
| **General Criteria** |  |  |
| Willingness to travel throughout Wales and beyond, which may require overnight stays in line with the duties of the post | E |  |