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| JOB DESCRIPTION |

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| **Post Title:** | Graduate – Policy, Performance and Communications Officer |
| **Post Number:** | To be confirmed |
| **Grade:** | Graduate Work Experience Programme – £24,713 per annum  |
| **Service:** | Organisational Development, Policy and Communications |
| **Section:** | Policy, Performance and Communications  |
| **Responsible to:** | To be confirmed |
| **Overall Purpose of the Job:** |
| The aim of the Policy, Performance and Communications Graduate Work Experience post will be to:* + Support key delivery areas across the Policy, Performance and Communication Teams.
	+ Gain practical work experience to assist in securing sustainable employment.
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| Main Duties and Responsibilities  |
| **1.** | To support the preparation and delivery of public performance reporting on council performance reports, including the Local Government Benchmarking Framework. |
| **2.**  | To support the analysis and presentation of data at a community / locality level. |
| **3.**  | To assist with researching information for the Council Plan six monthly report and Annual Report.  |
| **4.**  | To upload action plans, KPIs and create report layouts and portals to encourage the usage of our performance management system, Pentana, by other service areas. |
| **5.** | Contribute to the maintenance of policy and communications content on the corporate website and checking the accessibility of reports prior to upload onto the site.    |
| **6.** | Dealing with tasks required of the Policy & Performance section, such as:* Taking minutes at corporate groups, for example, the Corporate Equalities Group
* Assisting with the devising of award submissions
* Assisting with Budget Consultation exercises
* Assisting with the organising of training
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| **7.** | Dealing with tasks required of the Corporate Communications section, such as:* Support the placing and logging of mandatory advertising notices in local press.
* Basic content and event updates to Discover Inverclyde website.
* Basic research for Discover Inverclyde editorial.
* Basic content collation for Council social media channels including assets, hashtags and weblinks.
* Support corporate event management and delivery
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| **8.** | To support the delivery of the Citizen’s Panel, our resident’s consultation programme and the council’s employee satisfaction survey work. |
| **9.**  | To assist the Policy, Performance and Communications Manager with the administration and management of our community planning partnership meetings, the Inverclyde Alliance. |
| **10.** | On a day-to-day basis, the job holder will be required to use initiative to progress day-to-day activities. More complex issues will be referred to the Policy Officers and Corporate Communications Team Leader. |

Note: Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other Council Policies, Procedures, operating arrangements, and other statutory responsibilities of Officers.

Date Produced: Oct 2024

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| **PERSON SPECIFICATION** |
| The Person Specification clearly describes the skills/abilities/personal qualities needed to successfully undertake the duties of the post. It is agreed by the Panel prior to advertising and is used as the sole means of selecting candidates for interview.In developing job descriptions & person specifications, the Council will have due regard to its commitment to equality & diversity by ensuring that job criteria are relevant to the successful undertaking of the job and do not indirectly or disproportionately disadvantage any individual on the grounds of gender, age, disability, race/ethnic origin, religion or belief, sexual orientation, caring responsibilities or social status, unless it can be justified on objective grounds. |
| Post Title: **Graduate – Policy, Performance and Communications** |
| ATTRIBUTES | ESSENTIAL: The minimum acceptable level for safe and effective job performance | DESIRABLE: The attributes of the ideal candidate |
| ATTAINMENTS/EXPERIENCE1.Educational(e.g. qualifications, membership of professional bodies)2.Occupational(e.g. management experience) | HND or Degree in a related qualification, which must have been attained within the last 3 years. |  |
|  SKILLS/ABILITIES | Good Customer Services skillsGood team working skills | Research and Analysis experience. |
| SPECIAL APTITUDES(e.g. numerical skills, manual dexterity, driving licence) | Experienced with Microsoft Word/Excel packages |  |
| ANY ADDITIONAL JOB RELATED REQUIREMENTS (**e.g. ability to work irregular hours, shifts)** |  | Driving Licence |
| DISABLED APPLICANTS AND GUARANTEED INTERVIEWS |
| Under the Disability Confident Scheme, an applicant who indicates they have a disability and who meet the essential requirements for the vacancy will be offered a guaranteed interview.  |