

**Person specification
Senior Policy Advisor
Band 6**

Criteria	Attributes	Method of Assessment
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Broad understanding of local government and its challenges. • Familiarity with public policy-making, politics and current affairs. • Understanding of using information and data to inform decision-making. <p>Desirable</p> <ul style="list-style-type: none"> • Basic statistical methods for analysing data, including identifying trends. • Appropriate level of data protection, security and confidentiality awareness. 	<p>Application, Interview and In-tray exercise</p> <p>Application & Interview</p>
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of analysis, options appraisal, problem solving and decision making. • Good ICT skills. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a research/analysis environment. 	<p>Application, Interview and In-tray exercise</p> <p>Application & Interview</p>
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> • Ability to work to deadlines and prioritise and complete work in a pressured environment, including where deadlines change in response to shifting demands. • Ability to deal with customers in an effective way. • Ability to work effectively as part of a team but also able to use own initiative. • Ability to demonstrate attention to detail. • High level of communication skills both verbal and written. • Developed interpersonal skills, with the ability to work with a range of different people at different levels. • Good level of IT/keyboard skills. 	<p>Application, Interview, in-tray exercise, documentary evidence</p>

	<ul style="list-style-type: none"> Ability to accurately summarise and convey complex information and interpret quantitative and qualitative data to draw out themes/key issues. 	
Qualifications	<p>Desirable</p> <ul style="list-style-type: none"> Further or higher education in a relevant discipline 	Documentary evidence
Other	<p>Essential</p> <ul style="list-style-type: none"> Required to meet Baseline Standard government security check. 	Documentary evidence

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