



PERSONNEL SPECIFICATION

Policy Officer

Criteria	Essential/ desirable	Method of assessment
Qualifications		
Third level qualification in a relevant discipline e.g., Social Policy, Research, Politics and Public Affairs or similar or demonstrable experience and research, analytical and writing skills in a policy to practice environment	Essential	Application form
Relevant post graduate qualification	Desirable	Application form
Experience		
Demonstrated experience of <ul style="list-style-type: none"> policy analysis and research (i.e., external/public policy) preparation of publications/briefings responding to public policy consultations engaging with communities to develop public strategies or policy engaging with policy makers and decision-making structures to influence policy 	Essential	Application form and interview
Key skills		
Strong research skills, with the ability to assimilate complex ideas and issues, and to identify appropriate policy positions	Essential	Pre-interview Task ¹ and interview
Demonstrated oral and written communication skills with an ability to analyse complex information, develop easy-to-read documents and present issues in a persuasive, accessible style to different audiences	Essential	Pre-interview Task and interview
Good organisational and project management skills, including the ability to organise workload to achieve agreed targets and manage competing priorities	Essential	Application form and Interview
Demonstrated ability to engage and communicate effectively with people from a diverse range of communities and listen to their views	Essential	Application form and interview
Strong networking, influencing, negotiating and relationship management skills, with the ability to inspire others, as well as	Essential	Application form and interview

¹ Those who are shortlisted for interview will receive a pre-interview task a week before the interview date

the confidence and personal authority to work with external organisations.		
Skills in writing Plain English, to support health literacy in both policy and practice and communicate public policy issues	Desirable	Application form
Knowledge and attributes		
A good understanding of the public policy environment, political institutions, government and decision making in NI	Essential	Application form and interview
Strong understanding of the social, economic and health policy issues relevant to the community and voluntary sector	Essential	Application form and interview
Commitment to, and knowledge of, involving those with lived experience in developing and delivering policy to improve their social conditions and overall wellbeing.	Essential	Application form and interview
Awareness of action research methodologies and a commitment to community centred, participatory approaches to inclusive policy discussion and development	Desirable	Application form
Knowledge of population health, the social determinants of health and health inequalities	Desirable	Application form
Technical skills		
Strong IT skills including sound knowledge of Microsoft Office, digital platforms and social media as well as the willingness to learn new systems	Essential	Application form
CRM/database management or similar systems	Desirable	Application form
Other		
A passion and commitment to CDHN's purpose and values of equality and anti-discrimination for a diverse range of groups	Essential	Interview
Access to a form of transport that will allow the post holder to fulfil the travel requirements of the job and be willing to travel.	Essential	Application form
Flexible approach, as weekend and evening work may be required	Essential	Application form