**PERSONNEL SPECIFICATION**

**Policy and Communications Officer**

**January 2023**

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| **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, communication and writing skills in a policy to practice environment  | Essential | Application form |
| **Experience** |  |  |
| Demonstrated experience of * policy analysis and preparation of publications/briefings/ public policy consultation responses
* Engaging communities and policy makers, and campaigning for change to achieve positive policy outcomes
 | Essential | Application form  |
| **Key skills** |  |  |
| Strong information, research and analytical skills, with the ability to assimilate complex ideas and issues, and to identify appropriate policy positions and key messages  | Essential | Pre-interview Task[[1]](#footnote-2)  |
| Demonstrated communication and influencing skills with an ability to present complex information in a straightforward and accessible way, and effectively engage with a diverse range of people and listen to their views | Essential | Pre-interview Task and interview |
| Demonstrated editing and writing skills with the ability to produce clear messages and compelling copy  | Essential | Application form |
| Good project management skills, including the ability to organise workload to achieve agreed targets and manage competing priorities | Essential | Interview |
| Excellent networking, relationship building, and negotiating skills, with the ability to inspire others, as well as the confidence and capability to work with external organisations. | Essential | Application form interview |
| **Knowledge and attributes** |  |  |
| A strong understanding of the public policy environment, political institutions, government and decision making in NI and the social and economic landscape including the issues and challenges relevant to the community and voluntary sector and population health. | 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 | Interview |
| **Technical skills** |  |  |
| Strong IT skills including sound knowledge of Microsoft Office, information systems, willingness to learn new systems | Essential | Application form  |
| Competence using a wide variety of digital and social media and other communications tools to promote policy work  | Essential | Application formand interview |
| **Other** |  |  |
| A passion and commitment to CDHN’s purpose and values of equality, anti-discrimination, social justice and the empowerment of a diverse range of communities to bring about changes | 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 |

1. Those who are shortlisted for interview will receive a pre-interview task a week before the interview date [↑](#footnote-ref-2)