

JOB PROFILE – POLICY MANAGER

Accountabilities

You will be accountable for a number of areas from:-

1. Leading the development of COSLA policy around thematic issues flowing from e.g.
 - COSLA's strategic objectives, policy decisions or business plan
 - legislation (SE or UK)
 - external policy initiatives
 - trade union negotiations
2. Carry out the full range of tasks necessary to manage a team of multi – discipline staff to drive forward policy development.
3. Overseeing the policy development process from its inception to political endorsement.
4. Maintaining effective relationships with external partners including acting as advocates for COSLA.
5. Working with colleagues and elected members to effectively communicate COSLA policy and position to member councils, partners and the media and negotiate with partners on behalf of COSLA.
6. Ensuring themed teams work within the context of COSLA's strategic objectives and business plan.
7. Providing professional or technical expertise and guidance as required.

You will be accountable to:- Policy Managers who are Team Leaders report to a Strategic Director, all others report to the Team Leader.

Responsibilities

You are expected to:-

1. Behave in a consistent, fair and inclusive manner.
2. Promote team working in an open and communicative environment.
3. Promote equal opportunities recognising the need to encourage and develop team members.