



JOB PROFILE – POLICY OFFICER

Accountabilities

You will be accountable for:-

1. Contributing to 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. Actively participating in teams of multi – discipline staff to drive forward policy development.
3. Researching and developing policy positions.
4. Supporting colleagues and elected members in the effective communication of COSLA policy to member councils, partners and the media.
5. Supporting colleagues and elected members in effectively negotiating with partners on behalf of COSLA.

You will be accountable to:- the Team Leader or Corporate Adviser as appropriate.

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. Support and encourage other team members