

## **JOB DESCRIPTION**

<b>Job Title:</b>	Policy Officer, Cosla Strategic Migration Partnership
<b>Salary Scale:</b>	£27,713 -£30,082
<b>Accountability:</b>	Partnership Manager, Cosla Strategic Migration Partnership
<b>Duration:</b>	The post is initially for 3 years with the possibility of an extension dependent on continued funding. Secondment opportunities will be considered.

### **Basic Function**

To develop, implement and keep under review a strategy for co-ordinating and assisting the delivery of Partnership objectives and activities. To deputise for the Manager of the Partnership, where appropriate.

### **Main Duties**

- To work closely with all key partner agencies including local authorities, refugee agencies and the wider voluntary sector, housing providers, health service, police and other relevant bodies in relation to accommodation and support services.
- To undertake research on refugee, asylum and migrant issues affecting Scotland.
- To establish systems for monitoring, evaluating and reviewing the policies, standard and activities of the Partnership and the services provided by Partnership members.
- To develop and maintain information and communication systems to ensure all agencies working with asylum seekers, refugees and migrants in Scotland are kept fully informed.
- Maintain knowledge of asylum and immigration legislation, policies and case law and to update the Partnership and its members on any legal and constitutional issues.
- Work with the Border & Immigration Agency, the Scottish Executive and other key partner agencies in promoting the interests of the Partnership and its members to national Government to ensure Scotland's interests are understood and appreciated.
- To assist in representing the Partnership's views to the media and other interested parties.
- To produce statistical information in relation to asylum seekers, refugees and migrants in Scotland and help maintain the Partnership's website.
- To undertake any other duties appropriate to the post in line with the needs of CoSLA.