

## Job Description

### 1. Post Details

**Job Title:** Policy Adviser

**Main Location:** Oystermouth House, Llansamlet, Swansea

**Reports to:** The Head of Policy and Public Affairs

### 2. Main purpose objective and context of the role (in summary)

The main purpose of this role is to support the Children's Commissioner for Wales to achieve positive change for children and young people in Wales and mainstream the principles of the United Nations Convention on the Rights of the Child (UNCRC) into everyday practice through:

- influencing the development and delivery of national policy and legislation in Wales,
- monitoring the impact of Welsh Government, UK Government and other public bodies' policies on children and young people from Wales,
- providing key information to the Children's Commissioner for Wales on issues that will affect children and young people's lives in Wales,
- ensuring that voices of children and young people in Wales are central to the work of the Policy function and inform the work programme,
- providing information to a range of audiences on issues that will affect children and young people's lives through the completion of reviews, inquiries and research activities.

### 3. Main duties and responsibilities

- Analyse and influence key policy initiatives from Welsh Government, UK Government and other public bodies and monitor their impact upon the wellbeing of children, young people and families at both national and local levels, taking account of the perspective of children and young people.
- Support and initiate policy ideas that will safeguard and promote the rights and wellbeing of children and young people in Wales.
  - Contribute to a programme of reviews of complaints procedures, advocacy arrangements and whistle blowing procedures of regulated services for children in Wales. To participate in the collection and examination of evidence and the formulation of recommendations.
  - Plan and lead projects including service evaluations and research in line with the powers given to

the Children's Commissioner for Wales and the strategic and annual work plans.

- Identify issues affecting children's rights and welfare that require action and bring them to the attention of the Head of Policy and Public Affairs and the Children's Commissioner for Wales
- Provide advice and guidance to the Management Team on work priorities for the strategic and annual work plans.
- Be directed by the Head of Policy and Public Affairs to identify effective ways of presenting the issues affecting children and young people to Government and other audiences.
- Take responsibility for areas of work relating to policy themes, developing expertise, knowledge and the skills.
- Produce and promote policy briefings for the Commissioner and other colleagues. Understand, interpret and present research findings, legislation and quantitative data, keeping up to date with new developments and research.
- Foster sound working relationships and be an independent, respected, critical friend with all agencies in the statutory and voluntary sectors whose work is relevant to the functions of the Commissioner.
- Represent the Children's Commissioner for Wales at workshops, conferences and seminars and to attend key working groups of Welsh Government and voluntary organisations.
- Write a variety of high quality evidence based reports, correspondence, policy publications and briefings for a wide range of audiences including children and young people.
- Act as a project team member on larger, whole organisation projects, taking direction from the project manager and to act as project manager for specific projects and pieces of work as requested.
- Work directly with children and young people to ensure their perspectives influence the preparation of policy consultations and reports.
- Listen to and liaise with our expert advisory panels of children and adults.
- To uphold the values of the Commissioner and her commitment to championing the rights of children and to listening to and involving them in key aspects of the Commissioner's work.
- To support wider work with children and young people as requested and at an appropriate level in line with the Children's Commissioner for Wales' work place values.
- To undertake any other duties within the remit of the grade as deemed necessary by the Management Team.

## Person Specification for a Policy Officer at the Children's Commissioner for Wales

### 1. Attainments/Qualification

A degree or professional level qualification from a relevant discipline (e.g education, law, social services, health, play, youth work, youth justice) or equivalent relevant experience.

### 2. Skills

Highly literate with excellent written and oral communication skills;  
The ability to present complex information at an appropriate level to a wide range of audiences; Accurate analytical skills using both statistics and intelligence to influence decision makers;  
Well-developed influencing skills, including the ability to inspire confidence with a diverse range of stakeholders from children and young people to decision makers at the most senior level; and  
The ability to communicate competently in Welsh with members of the public and external stakeholders would be an advantage but is not an essential skill for this post.

### 3. Knowledge / Experience

Proven knowledge of policy and practice issues that affect children and young people and the impact of the functions of public, voluntary and charitable bodies on their rights and welfare;  
Knowledge of the UNCRC and what is required to mainstream children's rights into everyday practice; Record of achievement of delivering objectives and finding innovative solutions to problems;  
Broad experience and evidence of working in partnership with other organisations to influence and deliver change for children and young people;  
Demonstrates strategic and political awareness and understanding of local and national government strategy and policy agendas with regards to the UNCRC and the rights and welfare and rights of children and young people;  
Demonstrates understanding of the Welsh context and the Welsh language;  
Previous experience of working directly with children and young people would be advantageous; and  
Previous experience of developing evidence-based policy positions, preparing policy briefings and identifying policy recommendations would be advantageous.

### 4. Personal Qualities

Displays enthusiasm to participate in the organisation's Welsh language learning programme to develop or improve Welsh language skills;  
Demonstrates a track record of being outcome focussed, self-motivated, pro-active, determined, positive and resilient in their work;  
Demonstrates professional integrity, credibility and sensitivity to maintain confidence and trust;  
Displays enthusiasm to be an effective ambassador for children's rights and a desire to improve outcomes for children and young people;  
Can demonstrate an ability to relate to people from a wide range of backgrounds and build productive working relationships.

### 5. Special demands of post

The Children's Commissioner works throughout Wales. The post holder will be required to travel frequently to Cardiff and on a regular but less frequent basis to other locations throughout Wales. Train travel is used whenever practical.

