

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>       | <b>Strategy and Policy Analyst</b>                |
| <b>GRADE:</b>           | <b>Grade 5</b>                                    |
| <b>REPORTING TO:</b>    | <b>Strategy, Research and Improvement Manager</b> |
| <b>RESPONSIBLE FOR:</b> | <b>Strategy, Policy and Research Specialist</b>   |

## ROLE SUMMARY

As a Strategy and Policy Analyst, you will lead on maintaining a consistent approach to policy development, supporting the business to develop policies and provide research and insight that supports an innovative approach. The role will support the policy and strategy development across the business to ensure activity is in line with and directly supporting the corporate plan and strategic objectives.

The Strategy and Policy Analyst will provide the business with key insight nationally, regionally and on a local level through a strategic approach to horizon scanning. The role will involve networking and building key stakeholder relationships to ensure effective partnership working on policy issues locally and nationally.

The Strategy and Policy Analyst will provide briefings and policy analysis to EMT, Senior Management and the wider business to support a proactive approach to business improvement.

The Strategy and Policy Analyst will be responsible for co-ordinating consultation responses and will actively identify opportunities to engage and further develop believe as an anchor organisation. The role will support the development of a

research function within the team and proactively identify opportunities to lead on or participate in research both locally and nationally.

### **MAIN DUTIES AND RESPONSIBILITIES**

Specific objectives and deliverables will be agreed as part of the ongoing performance and development review process including specific accountabilities and performance indicators. The points below are a summary of your main duties and responsibilities.

- Support the development and delivery of the Corporate Strategy by co-ordinating activity and research, analysing the operating environment to inform the creation of corporate objectives and priorities
- Strategy and policy development across the business in line with our Corporate Plan, Delivery Plans and strategic objectives.
- Responsibility for maintaining policy tracker and associated training
- Responsible for monitoring the policy panel process and representing the strategy function
- Maintain a robust evidence base which informs policy and strategy decisions
- Lead on consultation activity for the business
- Proactively horizon scan to produce briefings, reports and research to support the business and influence direction, making recommendations and offering challenge where appropriate
- Keep up to date with changes to Government legislation, policy, regulations, housing trends and best practice in order to provide advice as required to a range of audiences
- Work closely with the Transformation and Culture Teams to ensure policy insight and analysis is provided to inform transformation review activity
- Lead on individual research projects across the business, bringing insight and analysis that informs and drives improvement, identifies solutions, scoping the activity to develop a project plan that realises the opportunities and evaluates the options
- Provide benchmarking analysis for key projects and corporate priorities, utilising complex information to inform decision making
- Provide added value by identifying and maintaining key stakeholder relationships that support the business and the public relations functions, this includes developing a stakeholder database

- Support the organisational approach to risk management by providing key insight to help drive and inform the risk appetite of the business, identifying opportunities as well as threats and advising on solutions and approaches
- Identify funding opportunities to support research that allows the business to have a voice for our customers
- Be resilient, adaptable, confident, creative, and enthusiastic to make things happen
- Ability to work on own initiative and lead on areas of performance expertise across the business
- Ability to synthesize multiple sources of information and data and develop strategies and approaches that support the core purpose of the business
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation. Understand and take action to protect the companies systems from a cyber security threat or attack and report any cyber security incident to the Technology team as soon as possible.
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value
- No role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Strategy, Research and Improvement Manager.

**PERSON SPECIFICATION**

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| <b>Qualifications</b>   | <ul style="list-style-type: none"> <li>• Degree level qualification</li> <li>• Or three years relevant experience</li> </ul>   |
| <b>Experience</b>       | <ul style="list-style-type: none"> <li>• All MS Office Packages</li> <li>• Experience of policy analysis and policy development</li> <li>• Experience of strategic planning activity</li> <li>• Experience of delivering a strategic approach to horizon scanning</li> <li>• Experience of delivering briefings and reports</li> <li>• Extensive experience of working in a research environment</li> <li>• Experience of thinking on your feet and effective autonomous decision-making</li> <li>• Preferably with experience of identifying funding opportunities and policy in a social housing setting or similar</li> </ul> |
| <b>Skills/Knowledge</b> | <ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent analytical skills</li> <li>• Knowledge of policy and regulatory frameworks</li> <li>• Knowledge of risk management in a policy and regulatory setting</li> <li>• Ability to work effectively and proactively on own or as part of a team</li> <li>• Excellent time management and organisational skills</li> <li>• Strong skills in building relationships and stakeholder engagement</li> </ul>  |