

Policy Officer

Department:	Strategic Policy, Performance and Population		
Section:	Office of the Children's Commissioner		
Reports to:	Senior Policy Officer		
JE Ref:	SPPP1077.1		
Grade:	CS 10	JE Date:	04/12/2024

Job purpose

Responsible for reviewing and analysing relevant elements of government policy, plans or strategy and producing evidence-informed advice to the Senior Policy Officer and Commissioner for Children. This is to inform the Office of the Commissioner for Children's policy positions and advice to senior officials and Ministers to ensure the Island's commitment to children's rights under the UNCRC and other relevant international instruments is progressively realised. The Officer will be expected to act as a key member of the Commissioner's team in the development and delivery of policy/strategy/planning projects with direct impact on Jersey's legal frameworks, public services, public finances and spending, and reputation.

Job specific outcomes

Support the Children's Commissioner for Jersey, via the Senior Policy Officer, to achieve positive change for children and young people in Jersey and mainstream the principles of the United Nations Convention on the Rights of the Child (UNCRC) into everyday practice.

Review and analyse evidence-informed policy, strategy or plans that inform and influence the development and delivery of policy and legislation that inform the Office and contribute to the achievement of its strategic priorities.

Under guidance, apply policy research, evidence-informed analysis, and public and stakeholder consultation to ensure that the resulting policy positions are robust and future orientated. Provide key information to the Senior Policy Officer on issues that will affect children and young people's lives.

With guidance, take responsibility for areas of work relating to policy themes, developing expertise, knowledge, and skills to build the capacity of the Office of the Children's Commissioner to engage with a wide range of policy issues.

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. This will improve the Office of the Children's Commissioner's reach into stakeholders and support effective legislative, policy and practice changes.

Contribute, under guidance, to monitoring the implementation and impact of public bodies' policies on children and young people to inform submissions to relevant international human rights bodies.

Strengthen the policy function and work programme by ensuring this is informed by the views of children and young people. Such views may be garnered from the previous work of the Office or others and engagement in the consultation and participation work of the Office as relevant.

Provide information to a range of audiences on issues that will affect children and young people's lives, thereby increasing the visibility and understanding of the Office. This will be done through responding to queries, attending meetings and events, completing briefings, and undertaking reviews and research activities.

Where appropriate, and with guidance and support, represent the Children's Commissioner for Jersey at workshops, conferences, and seminars and attend key working groups of Government and voluntary organisations.

Work collaboratively as part of the Commissioner's staff team on all policy matters, contributing to a learning culture focused upon improvement and high performance.

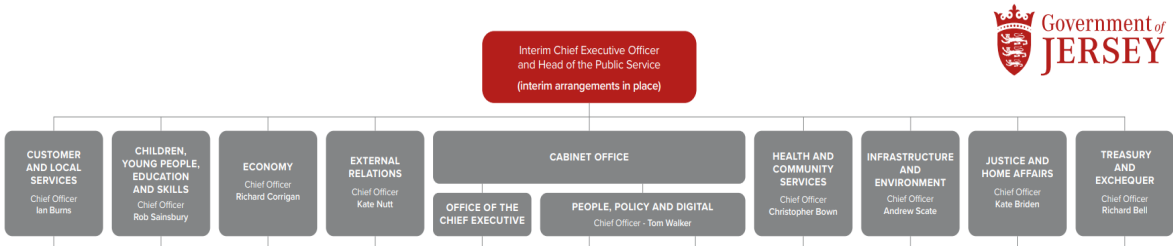
Undertake any other duties within the remit of the grade as deemed necessary by the Senior Policy Officer and the Commissioner for Children to ensure implementation and achievements of strategic and operational priorities.

Statutory responsibilities

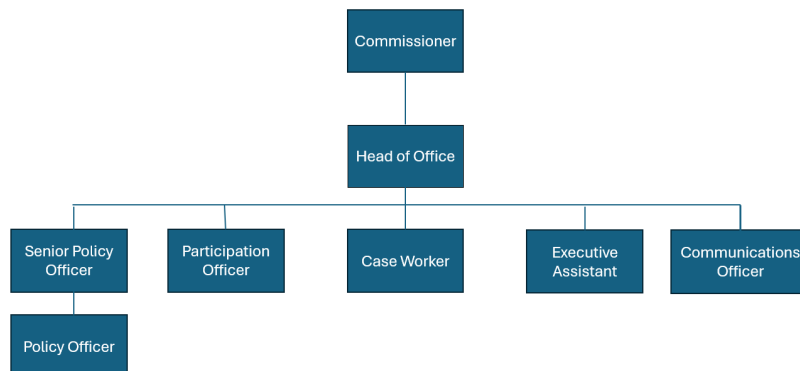
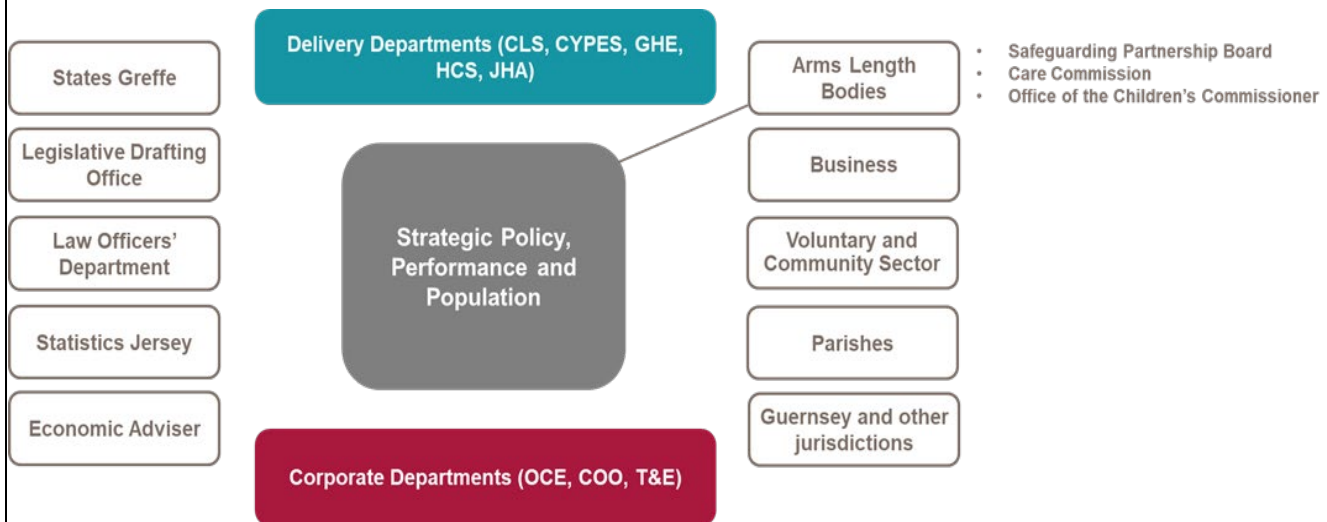
Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Organisation chart



The Commissioner for Children and Young People is a corporation sole, i.e. the Commissioner and staff are wholly independent of Government in the performing of their duties and functions. The individuals working within the Office of the Children's Commissioner will remain employees of the States Employment Board (SEB), and must therefore adhere to the relevant Government employment policies, but are to be treated as a member of the Commissioner's staff for the purposes of the Law. This means that the direction of the Children's Commissioner takes precedent in all day-to-day work matters, priorities and activities, and staff must maintain their independence, as they are acting on behalf of the independent Children's Commissioner.

Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	A relevant degree such as a degree in public or social policy, law, social sciences, human rights, or public administration.	Project management qualification.
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	<p>Awareness of policy and context in one or more specific policy areas as they relate to children and/or human rights. An awareness of current developments in these areas worldwide, with particular emphasis on developments in the UK and EU.</p> <p>Appreciation of the legislative, strategic, and political frameworks of the Government of Jersey and an ability to operate within them.</p>	<p>Knowledge of international children and human rights instruments and monitoring procedures.</p> <p>Working knowledge of corporate policies such as Data Protection, Freedom of Information, Financial Directions.</p>
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	<p>Good policy and strategic reasoning skills with evidence of working at pace in a complex multi-stakeholder environment.</p> <p>Political awareness, understanding of the political process.</p> <p>Analytical reasoning applied to complex policy,</p>	Good project management skills.

	<p>organisational or governance issues.</p> <p>IT skills, particularly with Microsoft Office applications.</p>	
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Organised; able to deal with multiple competing priorities and a high workload.</p> <p>Confidence to initiate actions and fully participate in decision making.</p> <p>Ability to work as part of a small team.</p> <p>Ability to work independently with minimal supervision.</p> <p>Good oral and written presentation skills.</p> <p>Personal resilience to deal with challenging situations.</p>	
<p>Experience</p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of undertaking policy research and analysis.</p> <p>Experience of engagement with a range of stakeholders.</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

Additional job information

The following sections are included to ensure that a complete picture of the job can be gained for job evaluation purposes. The requirements of the job are summed up in the preceding sections; nothing in the following sections should sit at odds with the earlier information.

Contextual Information

Communication and Relationships

Tell us about the skills required by a typical post-holder to communicate, establish and maintain relationships and gain the cooperation of others. Let us know the skills required to motivate, negotiate, persuade, make presentations, train others, empathise, communicate unpleasant news sensitively and provide counselling and reassurance. You should also include any difficulties involved in exercising these skills.

The post-holder will be required to engage and communicate, in writing and orally, with a wide spectrum of stakeholders, ranging from individual members of the community to, on occasion, a Minister. The post-holder must have:

- good inter-personal skills to communicate and engage directly with a range of stakeholders to listen to and understand complex issues in order to develop policies, positions and proposals. For example, undertaking stakeholder engagement and consultation, including facilitated workshops and 1:1 interaction.
- ability to persuade, influence and build consensus amongst peers.
- political judgement and sensitivity, inspiring confidence in dealing with general correspondence and preparing background information.
- ability to deal with sensitive and difficult situations, with empathy, understanding and tact, where outcomes affecting people's quality of life need to be communicated and reassurances provided.
- good writing skills to explain highly complex issues clearly and simply to all audiences; both general correspondence and material for publication in hard copy and on the web, including policy documents and associated guidance
- good presentation skills
- ability to work effectively as part of a small team to successfully deliver outcomes.
- ability to build strong working relationships with a wide range of internal and external stakeholders.

Analytical Skills

Please describe the analytical and judgemental skills required to fulfil the requirements of the job. Consider any requirements for analytical skills to diagnose a problem or situation, or to understand complex situations or information, and judgemental skills to formulate solutions and recommend/decide on the best course of action.

The post holder will be required to have:

- the ability to absorb and interpret complex information from a wide variety of sources (including legal and data sources)
- the ability to identify potential problems and think creatively about potential solutions
- sound judgement, good decision-making and critical thinking skills to suggest appropriate course of action in line with the Office's remit.

Planning & Organisation

Please tell us about the planning and organisational skills required to fulfil the job responsibilities. You should include a description of the skills required for activities such as planning or organising services, departments, rotas, meetings, conferences, events and for strategic planning. Please reference the complexity and degree of uncertainty involved in these activities. Include details of the length of typical planning horizons.

- As a member of a small team with a varied workload, the post-holder is required to plan and organise their own workload to achieve the priorities and deadlines of the team.
- Manage all aspects of projects, including detailed planning and organising actions and resources, ensuring the projects deliver to time and quality standards, that risks are mitigated, and communications are effective.
- Monitor metrics associated with their policy area, devising frameworks and timescales, and ensuring performance reporting is communicated.
- Identify target groups for policy initiatives.
- Set-up suitable office administration procedures to support the policy team e.g. project management documents and software and filing structures.
- Flexible working to ensure schedules, outreach programmes and workloads can be adapted to accommodate changes as a result of changing priorities as directed by senior managers.
- Administer the continuing professional development programme for policy team.
- Provide support, such as developing agendas and taking minutes for meetings.

Physical Skills

Tell us about any physical and sensory skills, hand-eye co-ordination, dexterity, manipulation and/or requirements for speed and accuracy, keyboard and driving skills required by the role Include the reason it is needed, and how frequently it is used. Please ensure that this information is in line with the Person

- The majority of the post-holder's time will be desk based but will be frequently required to walk or drive attend meetings.
- It is necessary for the post-holder to be able to use a keyboard and a range of software packages and to be able to drive, to attend meetings and site visits.

Policy and Service Development

Tell us about any responsibilities of the job for development and implementation of policy and/or services. Let us know the nature of the responsibility and the extent and level of the jobholder's contribution to the relevant decision-making process, for instance, making recommendations to decision makers. Also, tell us whether the relevant policies or services relate to a function, department, division, directorate, the whole trust or employing organisation, or wider than this; and the degree to which the responsibility is shared with others.

- Manage specific elements of strategic policy and legislation. This will include undertaking research and developing policy positions.
- Develop specific sections of law drafting instructions, reports and propositions for submission to Government departments and ultimately States Assembly debate.
- Monitor international policy developments and produce policy options in specific areas, in order to inform strategic priorities, corporate planning and the policy and legislation programmes of Government. Produce sections of business cases.
- Develop policy, providing democratic decision-makers, represented by a Minister or the States Assembly, with robust analysis and justification for policy direction in response to the issues and challenges that the Island faces. Ensure the alignment and coherence of planning, strategy and policy to the OCCJ's and Government's long terms strategic goals.
- Support and participate in cross-agency groups which develop and propose policy/strategy.
- Implement changes where necessary to increase policy team efficiency effective data recording, Freedom of Information, electronic filing restructure, retention policies.

Financial and Physical Resources

Include any financial sums important to the job and briefly explain the job's active involvement (e.g. payments processed, budgets monitored, budgets managed, procurement and/or contract values, how much the job may spend, efficiency savings etc.). If this feels difficult to answer because amounts vary across teams, then include for each team, or state a range.

Let us know of any physical assets (including clinical, office and other equipment; tools and instruments; vehicles, plant and machinery; premises, fittings and fixtures; personal possessions of patients/clients or others; goods, produce, stocks and supplies).

Please describe the nature of the responsibility clearly (e.g. careful use, security, authorised signatory,

Not a budget holder.

Staff Management

Let us know about any responsibilities of the job for management, supervision, co-ordination, teaching, training and development of employees, students/trainees and others in an equivalent position.

Include work planning and allocation; checking and evaluating work; undertaking clinical supervision; identifying training needs; developing and/or implementing training programmes; teaching staff, students or trainees; and continuing professional development (CPD). It also includes responsibility for such personnel functions as recruitment, discipline, appraisal and career development and the long-term development of human resources. The nature of the responsibility of the responsibility is more important the precise numbers of those supervised, co-ordinated, trained or developed.

- No direct line management responsibility.

Information Resources

Tell us about any specific responsibilities of the job for information resources (e.g. computerised; paper based etc.) and information systems (both hardware and software e.g. HR or medical records).

Let us know about the nature of the responsibility (security; processing and generating information; creation, updating and maintenance of information databases or systems) and the degree to which it is

- Responsible for the development and maintenance of monitoring systems to measure and report on policy/strategy performance. This will require regular use of standard MS Office programmes, occasional surveys and questionnaires to gather views and other data, as well as programmes for developing, designing and manipulating data and for analysing data to create reports. This involves the generation and processing of information under the supervision of the Senior Policy Officer and in line with Data Protection legislation and policy.
- Responsible for the development and use of community engagement techniques, to better engage with a wide range of stakeholders in a way that is more accessible and more efficient and effective.

Freedom to Act

Please tell us about the context in which the job operates, illustrating the extent to which a typical post-holder would have accountability for their own actions and those of others, to use own initiative and act independently; and the discretion given to the jobholder to take action. Consider supervisory/managerial control; instructions, procedures, practices and policies; professional, technical or occupational codes of practice or other ethical guidelines; the nature or system in which the job operates; the position of the job within the organisation; and the existence of any statutory responsibility for service provision.

- Guided by public service and Office policies and standard operating procedures, the post holder will be accountable for delivering their agreed work priorities to time and quality standards.
- Responsible for:
 - managing their own workload in response to priorities and objectives whilst maintaining flexibility in order to respond to other Office priorities
 - problem solving across own areas of work and the team
 - direct engagement with the public and politicians (occasional) to provide advice and respond to queries over the phone or via written communication.
 - may be required to represent the Office at conferences, seminars etc.
 - dealing with a range of stakeholders.

- The post-holder must engage in the Office's Performance Review processes.

Physical Effort

What level of physical effort (e.g. normal office work, lifting, pushing, pulling, applying force etc.) is

- The majority of the post-holder's time will be desk based but will be frequently required to walk or drive attend meetings.
- The job requires the physical effort associated with a desk-based office job using a keyboard and VDU for the majority of the working day.

Mental Effort and Concentration

Describe the type and extent of tasks that require concentration. E.g. the period and continuity. This might include practical tasks including driving, and desk-based work.

Frequent concentration for prolonged periods in order to:

- collect, collate and/or analyse quite often considerable amounts of data and associated material to inform and prepare policy/strategy and reports for consideration by decision-makers and/or for publication.
- make informed decisions and offer considered advice.

Work of this nature is best undertaken during uninterrupted periods of concentration.

The post-holder must be flexible and able to adapt to changes in priority at short notice, including unpredictable interruptions from the public; senior officers; and other members of the team, for example:

- participating in meetings
- writing reports
- producing briefings, reading, interpreting and responding to reports and other information conveyed through different media.
- providing advice and guidance to a range of stakeholders.

Workload is generally heavy but can be extreme in response to a particular project and can be subject to tight, fixed deadlines. The Office works to try to ensure that such extreme working conditions are minimal.

Working flexibly outside of core hours to deal with workload peaks and/or to attend public and/or evening meetings is an occasional occurrence.

Emotional Effort

Describe the nature, level and frequency of emotional circumstances the job directly encounters. The test is not whether a specific person is upset by what happens as a regular part of the job, it is whether any

- Required to deputise for the Senior Policy Officer on occasion, communicating with a range of stakeholders on matters of policy.
- There is some limited direct exposure to emotional circumstances when analysing or imparting unwelcome information, which can lead to direct personal criticism, threat and aggression, and emotional outbursts. This is, however, an uncommon occurrence.

Working Conditions

*Tell us about the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise, and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic*

- Most of the post-holder's time will be desk based using a computer. Travel to other sites and teams will be required. Work is predominantly undertaken in an office environment, with occasional site visits.
- No exposure to unpleasant working or hazardous - normal office conditions and working with the public apply.

Any other information

Include any information that you believe is important to ensure that we have a sound understanding of the role that is not included anywhere else in the form.

The Office of the Commissioner for Children has a staff quota of 9 full-time equivalents. Currently, the Office has 7 staff members, with 2 Child Rights Officers (CRO) having previously left the Office.

The previous Child Rights Officer job descriptions were broad and the work carried out was primarily in participation and engagement, with a considerable requirement for supervision and management support.

As the awareness of children's rights, the UNCRC and other relevant human rights treaties has grown, so too has the demand on the Office to engage with the policy and legislative programme of the Government and provisions for children. At present, this is being handled on a largely reactive basis by the Senior Policy Officer and the Commissioner at the cost of more strategic and proactive work in the policy arena.

We are now seeking a Policy Officer to allow the Office to further fulfil its statutory responsibilities with respect to

- providing both proactive and reactive policy and legislative advice and support to the Government,
- our monitoring obligations under the UN treaty bodies, and
- our duty to provide children and adults with advice and information on their rights and how these are upheld.

It is envisaged that the Policy Officer will support the Senior Policy Officer through the conduct of policy research, analysis and review, engagement with stakeholders and drafting of policy positions and briefings. This will allow the Senior Policy Officer to focus on the strategic and proactive direction of the policy function and work of the Office.

I agree that this job description is an accurate reflection of my role.

Post-holder(s) agreement of job content (if appropriate/BAU)

Sign and date:	Print name:
Sign and date:	Print name:
Sign and date:	Print name:

I do not agree that this job description is an accurate reflection of my role.

Post-holder(s) disagreement of job content (if appropriate/BAU)


Sign and date:	Print name:
Sign and date:	Print name:
Sign and date:	Print name:

Reason for disagreement – this must be based on significant aspect(s) of the role which have not been included:

Line Manager's agreement of job content

Sign and date:	Print name:
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Business Unit Manager's agreement of job content

Sign and date:  25/06/2024	Print name: Carmel Corrigan
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Post number