



JOB DESCRIPTION

TITLE:	Policy Engagement Officer
RESPONSIBLE TO:	Director of Community Engagement
SALARY:	Post will be equivalent in salary terms to an Executive Officer I in the Northern Ireland Civil Service.
HOURS OF WORK:	Full time 35 per week
CONTRACT:	*Fixed term 2 year contract

*To cover a vacancy due to secondment, therefore contract period may be subject to review/change

The Community Relations Council (CRC) works to promote peace building, and reconciliation in Northern Ireland based on the principles of equity, respect for diversity and interdependence.

Summary of main responsibilities

The Policy Engagement Officer is part of the CRC Engagement Team. They will play a key role in the planning and delivery of a sustained, effective programme of policy work and engagement with funded groups and other external stakeholders. They will support the organisation of CRC events and activities including conferences, seminars and information events. They will respond to requests for good relations information or guidance. They will also produce and prepare briefings and papers for the Board, Chair and CEO.

The Policy Engagement Officer will;

- 1) Contribute to the development, management and implementation of CRC's policies in relation to Government, Statutory bodies and major institutions in NI.
- 2) Engage and liaise with public authorities and other organisations to facilitate the development of partnerships with relevant bodies and groups to optimise the mainstreaming of community relations policy and practice.

- 3) Contribute to and support the co-ordination of the work of the Engagement Team including liaising with Staff, Management Team, Board and other external organisations, as required.
- 4) Initiating and assisting with and contributing to research and training projects.
- 5) Represent CRC on appropriate boards and panels, at conferences, workshops, and information events including carrying out presentations on the work of CRC.
- 6) Responsible for and work in conjunction with other staff to organise seminars, conferences and information and funding events.
- 7) Planning, designing, organising and evaluating relevant projects.
- 8) Contribute to the review and evaluation of the Engagement Team's work and CRC's policies and procedures, projects and programmes.
- 9) Prepare and submit regular reports on work undertaken to relevant stakeholders.
- 10) Working in conjunction with other CRC staff.
- 11) Any other reasonable duties as and when required.

Conditions of Service:

The conditions of service for the Community Relations Council are broadly in line with those of Northern Ireland Civil Service and these are set out in the contract of employment and in the Council's Staff Conditions of Service which are available from the Director of Finance, Administration and Personnel.

The main conditions of service are:

- 1) **Salary:** The post will be equivalent in salary terms to a Executive Officer I in the Northern Ireland Civil Service. Candidates normally start on the first point of the scale.
- 2) **Status:** Full time, fixed term two year contract that may be subject to change.
- 3) **Holidays:** 25 days annually plus statutory holidays. Length of service additions may apply.
- 4) **Hours of employment:** 35 hours per week, exclusive of meal breaks.

- 5) **Pension:** The Council operates pension scheme for its staff.
- 6) **Location:** The post is located in the Councils offices, presently Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP. Although this is the permanent place of employment, staff may be required to work from home as required by public health advice or as provided for by personnel policies.
- 7) The Policy Engagement Officer must have a current valid driving licence and access to personal transport for work purposes/or* have access to a form of transport which will permit the applicant to meet the requirements of the post in full (*This relates to any person who has declared to having a disability which debars them from driving).
- 8) The post-holder will occasionally be expected to work unsocial hours, and a system of time in lieu will operate.