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**Job Description**

**Job title:** Policy and Research Officer

**Salary:** NJC Scale Points 23-25 £26,999 - £28,785

Starting Point 23 £26,999 pro-rata £21,599

**Hours:** 28 hours per week

**Place of work:** Caerphilly

**Responsible to:** Policy and Programmes Manager

**Key relationships:** DW Staff Team, DW Board of Directors, DW Members, Stakeholders

**Contract:** Fixed Term Contract until 31st March 2021

*(potential for extension subject to funding)*

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**An outline profile of the post:**

* To effect change in public policy and influence policymakers through the development of strong evidence-based policy positions; to integrate policy positions with our influencing, campaigning and communications activity.

**Key requirements of the role of Policy and Research Officer**

* Develop and research policy papers and produce reports to inform DW campaigns and policy positions
* Collate data, design, disseminate and analyse member surveys
* Participate in and respond to WG, UK and other public sector consultations
* Represent DW on stakeholder groups and networks

**Job Responsibilities:**

**Policy, Research and Networks**

* Develop credible, evidence-based policy solutions and draft internal and external policy briefings, position statements, reports, consultation submissions and articles/blogs
* To promote DW to politicians, public sector officials, researchers and service planners in Wales to ensure that key decision-makers consider DW the expert on disability equality, rights and independent living in Wales.
* To monitor and evaluate relevant legislation and public policy against the principles of the UN Convention on the Rights of Disabled People (UNCRDP)
* To research the needs of disabled people in co-production with DW members and develop an effective evidence base aimed at addressing gaps in policy and service provision and to inform DW’s income generation and fundraising plans
* To build a strategic network of members and stakeholders including politicians, public sector officials, academics, researchers and service planners as a vehicle for influence and collaboration
* Gather, analyse and disseminate information about external policy

developments and their implications for DW

* To commission and conduct policy research and produce and/or oversee the production of relevant reports and resources.
* To write and produce policy and campaigning materials
* To coordinate responses to consultations and draft policy submissions;
* To respond to media enquiries as appropriate
* To prepare, co-ordinate and deliver relevant tenders and projects
* To participate in the development and delivery of conferences, seminars, workshops and training in order to engage key stakeholders, to develop and test policy thinking and shape the public policy debate

**General Duties**

* To undertake any other duties as required which are in keeping with the aims of the post.