

**Person Specification – Policy and Research Officer (EU Transition)**

**The post holder must be a disabled person**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Degree or equivalent experience | E |  |
| **Experience** |  |  |
| Experience of policy development in a complex environment  | E |  |
| Experience of writing policy documents of varying length and for a variety of audiences | E |  |
| Experience of lobbying and campaigning at government level and an understanding of political processes and how to influence | E |  |
| Relevant experience in working collaboratively with disabled people and their organisations | E |  |
| Experience of facilitating a diverse range of stakeholders contributing to the development of good policy and practice | E |  |
| Experience of using community development/capacity building techniques | E |  |
| Experience in undertaking and delivering research studies | E |  |
| Experience of producing evaluation reports | E |  |
| Previous experience of working in the third sector |  | D |
| **Knowledge** |  |  |
| Understanding of the political and policy making process in Wales and levers for influencing change | E |  |
| Knowledge of the impact of Brexit particulary on disabled people; and of the Trade and Co-operation Agreement | E |  |
| An understanding of the strategic context (EU and government policy and practice) and political institutions | E |  |
| Understanding of co-production as a method of joint working in relation to policy and practice | E |  |
| Drafting funding bids and tenders |  | D |
| Knowledge of working within the Third Sector and the associated policies and procedures |  | D |
| An understanding of the strategic context (EU and government policy and practice) and political institutions |  |  |
| **Skills** |  |  |
| Ability to analyse complex policy issues, identify key issues for DW and develop messages for influencing and campaigning | E |  |
| Ability to communicate policy messages to a range of audiences through a variety of channels | E |  |
| Ability to plan, manage and deliver projects and initiatives | E |  |
| Ability to adopt a motivated, committed and flexible approach to duties | E |  |
| Ability to build relationships with internal and external stakeholders | E |  |
| Self-motivated and work independently when required | E |  |
| Ability to manage competing demands with good organisational skills | E |  |
| Ability to work as a team member and on own initiative | E |  |
| Ability to work to deadlines | E |  |
| Ability to prioritise workload | E |  |
| Welsh Language Skills |  | D |
| **Values/Commitment to** |  |  |
| The Social Model of Disability | E |  |
| DW’s mission, aims and objectives and values | E |  |
| Equality, Diversity and Human Rights | E |  |
| An Inclusive Society | E |  |
| The cultural importance of the Welsh Language | E |  |
| A team working approach across DW | E |  |
| Good working practices, e.g. professionalism, confidentiality, punctuality, adaptability | E |  |
| Continuous professional development | E |  |
| **General Criteria** |  |  |
| Willingness to travel throughout Wales and beyond, which may require overnight stays in line with the duties of the post (Covid-19 restrictions permitting) |  | D |