

B2 POLICY OFFICER

Overview	Applications are invited for a B2 post in the Elections and Freedom of Information Division. The post offers an opportunity to work on high profile and exciting legislation and policy areas on elections and referendums.
Main Duties	<p>Work collaboratively with colleagues across the Division, the Directorate and wider Government in supporting policy work and information management on referendums by:</p> <ul style="list-style-type: none"> • Leading on response to ministerial correspondence, PQs, FOIs and other correspondence on referendums and referendum policy. • Assist in preparing advice and relevant submission to Ministers. • Provide project management support to legislative projects in the division.
Essential Criteria	<ul style="list-style-type: none"> • Strong communication and interpersonal skills and experience of working with a range of external and internal stakeholders. • Ability to draft accurate and informative advice, briefing and correspondence. • Strong planning and organisational skills, as well as the ability to respond quickly to new demands and manage competing priorities and tasks.
Competencies	<p>Improving Performance Self Awareness Communications and Engagement Analysis and Use of Evidence</p>