

Policy & Advice Officer A.

CAO-PE / 19.00167

Job information

Salary scale	10
FUWASYS advice	10 – IV c
Attribute scores	43343 43333 33 33
Total score	45
Date	12 December 2019

Description of the position

Context

This function is one of the positions in the Policy & Advice category.

The policy and advice staff officer A advises on and implements policy in the professional field, contributes to the development of policy in the field, and contributes to professionalisation.

The following are examples of fields of operation: personnel & organization, finance, IT, housing, communication or teaching.

The Policy & Advice Officer A performs activities in which, after analysis of developments, needs and/or issues, new solutions or alternatives are developed in the professional field.

The position of Policy & Advice Officer occurs in a school, child centre, or a school governance, management or a service bureau staff.

Tasks

- 1 Policy implementation in the professional field
 - Identifies and analyses developments and needs in the professional field and translates this into proposals
 - Analyses issues, realizes a plan based on this and directs the implementation
 - Develops instruments, products, services, activities and/or a partial or complete budget
 - Contributes to implementation and execution of policy, instruments and processes
 - Monitors the coherence in implementation of policy and ensures quality
 - Monitors, evaluates and analyses progress in the professional field, identifies and analyses bottlenecks, makes proposals for improvement, and implements them
 - Contributes to development of policy in the professional field
 - Maintains an internal and external network in the professional field, and shares knowledge, experience and developments
- 2 Providing advice in the professional field
 - Acts as a point of contact for implementation of policy and services in the professional field, and advises on issues
 - Makes proposals on the application of instruments, services, a partial or complete budget, and implementation of activities
 - Analyses data, realizes management information and makes proposals
 - Contributes to the evaluation of policy implementation in a field of operation
 - Identifies and analyses wishes and needs in the organization, in the professional field, and advises on this
 - Contributes to coordination of policy and other proposals with the central frameworks of policy in the professional field

3 Professionalisation

- Participates in training activities
- Keeps required skills for the position up to date

Framework, powers & responsibilities

- Decides on/about: identifying and analysing developments and needs in the professional field and translating these into proposals, making proposals about the application of instruments, services or part or all of a budget, and the implementation of activities
- Framework: legislation and regulations and specifically formulated policy lines in the professional field
- Accountability: the hierarchical manager regarding the quality of policy implementation and provision of advice in the professional field, and professionalisation

Knowledge and skills

- Theoretical and practical knowledge of the professional field
- Insight into the organization's task and working method
- Skills in analysing developments, and drawing up policy, proposals, notes and implementation plans
- Skills in providing advice

Contacts

- With directors and managers in the organization – in regard to issues and policy implementation, in order to fine-tune and provide advice
- With directors and supervisors – in regard to application of instruments, services, budgets or parts thereof, and the implementation of activities, in order to make proposals
- With internal and external stakeholders – in order to share information and data in the professional field