Policy & Advice Officer B.

CAO-PE / 19.00168

Job information	
Salary scale	11
FUWASYS advice	11 – V b
Attribute scores	44343 43334 43 43
Total score	49
Date	12 December 2019

Description of the position[1]

Context

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

The Policy & Advice Officer B develops policy in the field, implements it, advises on it, and contributes to professionalisation.
The following are examples of fields of operation: personnel & organization, finance, IT, housing, communication or teaching. **The Policy & Advice Officer B carries out policy development activities in the professional field, whereby policy proposals are made after an analysis of internal and external developments, needs and/or issues.**

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 development in the professional field

- Identifies and analyses developments and needs in the professional field **and translates this into new policy proposals**
- **Develops policy and instruments in the professional field and coordinates this within the organization**
- **Monitors the coherence in implementation of policy in the professional field and ensures quality**
- Analyses policy issues and draws up an implementation and change plan based on this, with a budget
- Monitors, evaluates and analyses progress in the professional field, identifies bottlenecks, makes proposals for improvement, and implements them
- Realizes implementation and execution of policy, instruments and processes
- Develops and implements policy and management instruments
- Analyses data, realizes management information and makes proposals
- Maintains an internal and external network in the professional field, and shares knowledge, experience and developments

2 Providing advice in the professional field

- **Advises on internal and external developments, policy developments and policy effects**
- 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

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[1] The bold text indicates the level-determining elements in relation to the Policy & Advice Officer A position.

of activities
- Analyses data, realizes management information and makes proposals
- Contributes to the evaluation of policy implementation in the professional field
- 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
- Makes decisions on/about: **developing policy and instruments in the professional field**, internally coordinating policy developments, advising on internal and external developments, policy developments and policy effects
- Framework: legislation and regulations and specifically formulated policy lines in the professional field
- Accountability: **the hierarchical manager regarding the usefulness of policy development and advice in the professional field**, and professionalisation.

Knowledge and skills
- Specialized theoretical knowledge in 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 policy and policy proposal development, in order to coordinate and advise**
- 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