

Contact: Yetunde Afolabi  
Number: 020 7332 3721  
Fax: 020 7332 3091  
Email: [cru@cityoflondon.gov.uk](mailto:cru@cityoflondon.gov.uk)

Our reference:  
Your  
reference:  
Date: As postmark

Dear Applicant,

**RE: Principal Analyst and Policy Officer**

Thank you for expressing your interest in the above position. Please find enclosed:

- Application guidance notes
- Job description
- Person specification
- Equal Opportunities Policy
- Equal Opportunities monitoring form
- Data Protection Act consent form
- Advertisement
- London Councils terms & conditions

Should you require any further information, please contact the above number.

Applications can be completed online at <https://jobs.londoncouncils.gov.uk/>

The closing date for receipt of applications is **5.00pm on Monday 30 October 2017**

Interviews will be held on **Tuesday 7 November 2017**

**Please note: If you do not hear from us within 2 weeks after the closing date, then assume that you have not been shortlisted on this occasion.**

Yours sincerely

**Yetunde Afolabi**  
**HR Officer**  
Corporate HR Unit

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Principal Analyst and Policy Officer
<b>DIVISION:</b>	Policy and Public Affairs
<b>GRADE:</b>	Band C
<b>RESPONSIBLE TO:</b>	Strategic Lead for Finance, Performance & Procurement
<b>RESPONSIBLE FOR:</b>	n/a
<b>LOCATION:</b>	59½ Southwark Street
<b>KEY CONTACTS:</b>	London Councils staff; Officers in London Boroughs, the Greater London Authority (GLA), Local Government Association (LGA), and other local authorities; National and London-wide bodies in the public, private and voluntary sectors; Civil servants and Government advisers.

### **Job Purpose:**

- To provide technical and analytical support, research, information, and advice on issues relating to local government funding which supports the implementation of London Councils policy priorities.
- To support the formulation, development, promotion and implementation of key London Councils policy projects and initiatives.
- To support the work of the Finance, Performance and Procurement Team in providing information, analysis and advice for member authorities and acting as a key link with borough technical officers.

### **Principal Accountabilities**

- To provide economic, financial and statistical analysis on emerging issues within local government finance, undertaking a wide range of research and data interrogation.
- To provide support to the development and implementation of London Councils' policies, ensuring that London local government's interests are championed.
- To draft reports, consultation responses, briefings and other publications for consideration by officers, boroughs and members, ensuring that these are written in a clear and concise manner.
- To act as point of contact for enquiries on issues relating to local government finance, responding to enquiries from colleagues, London Councils' member authorities and others as required.

### **Guidance Notes for Applicants**

- To represent the organisation externally, promoting the development, implementation and delivery of London Councils' key policy priorities
- To develop and sustain positive relationships with external stakeholders in order to advance London Councils' policies and positions.
- To organise seminars, conferences and other events in collaboration with colleagues in the Communications Team.
- To undertake such other duties commensurate with this grade, as may reasonably be required and within agreed timescales and budgets.
- London Councils is committed to, and champions, equality and diversity in all aspects of policy and employment. All employees are expected to understand and promote equality and diversity within their work.
- To take care at all times to uphold health and safety at work for self and others. To observe London Councils' Health and Safety policy and related procedures at all times.
- To adhere to London Councils' policies, procedures, regulations and protocols.
- Employees have a duty to behave in a way that reflects well on London Councils, working at all times within the law and according to London Councils policies, procedures and regulations, including the Data Protection Act.

## PERSON SPECIFICATION

<b>POST TITLE:</b>	Principal Analyst and Policy Officer
<b>DIVISION:</b>	Policy and Public Affairs
<b>GRADE:</b>	Band C
<b>RESPONSIBLE TO:</b>	Strategic Lead for Finance, Performance & Procurement

Listed below are the requirements needed to undertake this job. These will form a key part of the selection process. In addition all jobs with London Councils require satisfactory work performance and a good attendance record together with good standards of conduct and personal behaviour. Evidence of these will be sought as part of the selection process.

---

### Experience, Knowledge and Understanding

#### *Essential*

- Experience of undertaking research, data gathering and analysis, and of interpreting financial and statistical data.
- Experience of drawing on a wide variety of information sources to support and influence a decision making process.
- Experience of contributing to project teams working on complex projects, and able to take personal responsibility for certain aspects of this work.

#### *Desirable*

- An understanding of the role of local government and London Councils' role within it.
- An understanding of local government finance and issues facing local authorities.
- An understanding of the complexities of working in a sensitive political environment.
- An understanding of statistical theory and experience of applying statistical techniques and interpreting the output.

### Skills and Abilities

#### *Essential*

- Outstanding numerical skills including the ability to accurately analyse, interpret and present complex financial, demographic and general socio-economic data.
- Strong IT skills including high levels of proficiency in using:
  - Microsoft Office programmes (in particular Excel), and
  - the internet as a research tool.

- Excellent written and oral presentation skills – able to present financial and technical information clearly and concisely to a range of technical and non-technical audiences.
- Ability to build networks of contacts and maintain effective relationships with civil servants, London local authorities and others in the London local government family.
- Able to prioritise, manage projects, and demonstrate effective time management skills.
- Ability to think innovatively and demonstrate creative problem solving skills.
- Ability to work effectively as part of a team.

#### ***Desirable***

- Knowledge of other IT software such as SPSS
- Ability to represent London Councils at a range of meetings and promote the organisation's key policy priorities.
- The ability to understand and assess how local government finance policy may have equal opportunities implications and experience of applying equal opportunities in a work environment.

#### **Personal Characteristics [All essential]**

- An inclusive team player.
- Political sensitivity.
- Outstanding interpersonal skills to relate effectively to London Councils' elected members, partners, colleagues and staff.

#### **Other factors**

- Strong personal commitment to London Councils' Equal Opportunities Policy and understanding and support of the implications of equal opportunities and diversity in London local government's policy areas;
- A flexi-time system is worked. Evening and out-of-hours working may be required on occasions, especially and a willingness to travel within England and Wales.

## Job Advert

### Principal Analyst and Policy Officer

**Starting salary: £33,716 (Band C)**

There has never been a more exciting - or challenging - time to be involved in local government, especially finance. We are in a period of significant change and opportunity.

Change, because we all know funding for public services is reducing, and local government finance will have to deliver a significant level of savings.

Opportunity, because London's local authorities are among the highest performers in the country: this makes London an exciting place for innovation and leadership. And London's local councils are big business: they spend billions of pounds each year on providing services to local residents. On top of that, London's councils invest billions each year in schools, parks, housing and other infrastructure. So, we're talking big money... and there's a lot at stake.

London Councils Finance, Performance and Procurement Team works to both advance and defend London's funding. We have to be compelling and persuasive in argument: fully fluent in data, information and evidence in order to influence government, elected politicians, Whitehall and others.

In this role, it will be your job to provide robust data analysis and evidence that is vital to the strength and credibility of our campaigns. You will need to demonstrate outstanding numerical skills and a proven ability to analyse and interpret complex sets of data (financial, demographic and socioeconomic). Proficiency with Excel is essential. You will have excellent written and oral presentation skills, in particular the ability to present financial and technical information clearly and concisely to both specialist and non-specialist audiences.

You will be working closely with policy colleagues across all policy areas, from children's services to health and transport as well as with our media and public affairs team.

This role offers a position at the forefront of local government finance in London.

London Councils represents the 32 boroughs and the City of London. We aim to get the best deal for Londoners and to ensure that London's councils have the resources, freedoms and powers to do the best possible job for their residents and local businesses.

We also run a number of services on behalf of the boroughs including the Freedom Pass, Taxicard and Health Emergency Badge.

**Closing Date:** Monday 30 October 2017

**Interview Date:** Tuesday 7 November 2017

As a Disability Confident Employer, London Councils will interview all disabled applicants who meet the minimum criteria for the post

## *GUIDANCE NOTES FOR APPLICANTS*

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application, please read the following notes. We hope you find them helpful. **Please do not send us a CV** (curriculum vitae or career summary), as we will not be able to consider it.

The application form plays a crucial part in the selection process, both in deciding whether you will be shortlisted or not, and at the interview itself.

It is vital that you complete this form as fully and accurately as possible, whether you are already working for the London Councils or not. The following advice is designed to help you, particularly if you do not have experience of filling in application forms. All information you write is confidential. Read the advertisement, job description, person specification and any further details carefully.

**THE JOB DESCRIPTION** and any other details tell you what tasks the successful person will have to do, and how the job fits in with other employees.

**THE PERSON SPECIFICATION** is the most important document, which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria', which we use to make appointments.

**DISABLED PEOPLE-** The Disability Discrimination Act defines "disability" as 'a physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities'.

If you have an impairment, which prevents you from meeting any of the criteria, please tell us about this in your application. Please tell us what we can do to help you meet the criteria.

If you need information in a different format please contact the person in the covering letter. If you are a disabled applicant and meet the minimum criteria for the job you will be offered an invitation to attend the interview.

## **COMPLETING THE APPLICATION FORM**

Fill in all sections of the form - you do not have to fill up all the space given. Make sure you are clear and read it through carefully to check for any mistakes.

### **PERSONAL DETAILS: PART A**

Make sure that you complete this fully using block letters.

### **REFEREES: PART B**

Make sure that you complete this fully using block letters. All candidates - your employment record will be confirmed with your current or most recent employer, and similarly internal candidates must provide the name of a supervisor or manager most closely involved in your present work. School leavers will have a recommendation from their head of school, or head of an educational or training establishment, which will be appropriate for this section of the application form.

People who have not been in paid employment for a long time should tick the appropriate box.

### **EDUCATION AND PROFESSIONAL QUALIFICATIONS: PART C**

Make sure you give all the information needed, including dates. Make clear the level of your examinations e.g. GCSE, GCE'O' Level or 'A' Level etc. and the grades you obtained. Also include here any courses, qualifications and special skills training you have had which is relevant to this job application.

### **EMPLOYMENT: PART D & E**

Write here the names and addresses of your present and past employers and the dates that they employed you along with brief details of your main duties. This section should include any part-time or temporary jobs as well as period of non-employment, unpaid voluntary work and study.

### **EXPERIENCE: PART F**

This is the most important section. It is a good idea to write down all your ideas in a draft on a separate sheet of paper, before completing this section of the application form. You should state why you want to join London Councils in this post, and write why you are a good candidate. Think carefully about why you are suitable for the post. Relate your skills, knowledge and experience to the duties of the post as fully as possible. It is recommended that you address each criteria in the person specification point by point, providing examples where possible. Take into consideration any paid or unpaid work you have done in the past and any work you are doing now. Do not forget to include any relevant voluntary or community work, leisure interests, and relevant non work experience, including skills acquired in running a home and/or organising a family if this has been a major part of your experience. You may find it helpful to discuss the contents of this section with a friend. You can continue on a separate sheet of paper if necessary.

### **OTHER INFORMATION (relatives/other interests, criminal records and criminal convictions, work permit and residency, disabilities and declaration)**

All of these sections should be completed and the declaration form signed.



## **EQUAL OPPORTUNITIES**

The London Councils actively supports ensuring that everyone who applies to work for us receives fair treatment. We aim to reduce the possibility of unfair discrimination occurring.

To help us achieve the aim we ask you to complete the monitoring form. We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that you will be helping us to help you receive fair treatment with your application when you complete this form.

The equal monitoring section will be separated from your application form and will not be shown to the shortlisting panel to ensure that none of the information that you have provided is used in the selection decision. The information that you provide will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

## **DATA PROTECTION ACT 1998**

For your application form to be accepted the sensitive personal data consent form has to be completed and submitted via email or post with your completed application form.

# **EQUAL OPPORTUNITIES POLICY**

## **Purpose of Policy**

To ensure that equality and diversity issues are positively and fully incorporated in all aspects of the London Councils' work. To ensure that all employees demonstrate respect and fairness to their colleagues, the public with whom they come into contact, and the people of London for whose benefit they work. To ensure that the organisation is able to recruit and retain the best staff and celebrate the benefits of diversity on an individual and group level.

## **Guiding Principles**

The London Councils expects all employees to positively promote the letter and spirit of this policy in all aspects of their work and their dealings with people, both internally and externally. It is expected that these principles will be integral to all the London Councils' work from inception to implementation.

## **Content of policy/procedure**

The London Councils has made the following statement about its vision for the future:

"The London Councils will make a positive difference to the lives and future of all Londoners. We will work with others to maintain London as a world-class city. We will be the recognised voice in support of local government in London. We will fight to maintain, and where possible increase, London's share of resources."

In order to translate this vision into reality, the London Councils needs an equal opportunities policy that ensures that equality and diversity issues are positively and fully incorporated in all aspects of its work. One of its key objectives is to be open and accountable, with a commitment to equality of opportunity in all that it does, and to reflect the cultural and ethnic diversity of London.

## **Policy Statement**

The London Councils is committed to ensuring that all employees demonstrate respect and fairness to their colleagues, the public with whom they come into contact, and the people of London for whose benefit they work.

It is committed to the elimination of institutional racism and other forms of institutional discrimination.

The London Councils will continually strive to challenge direct and indirect discrimination in its organisation, personnel practices and provision of services, and celebrates the benefits of diversity on an individual and group level.

The London Councils has an equal opportunities policy that recognises that London is a diverse community, and values each person regardless of race, gender, disability, sexuality, religion, marital status, social background or age.

## **The London Councils aims to:**

- Ensure fair and equal recruitment to its jobs
- Ensure fair and equal treatment of its employees and customers
- Develop a culture and working environment free from discrimination and harassment
- Act promptly on any complaints of discrimination and harassment
- Provide a safe, secure and accessible working environment which values and respects individual's identities and cultures
- Develop a culture which allows the growth of networks for different groups of staff
- Have a workforce that reflects the diversity of London's population
- Encourage and help all staff to reach their full potential
- Monitor and review all policies and procedures from an equalities perspective.

These principles will guide and inform the development of all other employment policies, and the provision of the London Councils' services and work programmes.

## **Implementation**

It is important that a commitment to Equal Opportunities underlies the structure of London Councils and the provision of its services. The Management Team will play a key role in ensuring that the policy is implemented within the organisation and in its links with outside agencies and constituent authorities.

The Management Team members will review and monitor practices within their spheres of responsibility. It is however the responsibility of all staff to carry out their duties in accordance with the Equal Opportunities Policy at all times.

The Management Team will work together to develop plans for ongoing implementation, monitoring and review of the policy.

Human Resources will specifically ensure that the operation of policies and procedures in practice are monitored and reviewed in the light of any concerns about potential discriminatory impact.

# GUIDANCE NOTES – DISABILITY MONITORING

We would like to know a number of details about the people who apply for jobs at the London Councils for monitoring purposes, this is to ensure that disabled people and people who are from ethnic minority backgrounds are employed at all levels throughout the London Councils.

The London Councils actively supports ensuring that everyone who applies to work for us receives fair treatment. We aim to reduce the possibility of unfair discrimination occurring. To help us achieve this aim we ask you to complete the equal opportunities monitoring form provided. We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that you will be helping us to ensure fair treatment is received regarding your application when you complete the equal opportunities monitoring form.

The equal opportunities monitoring form will be detached from your application form and will not be shown to the shortlisting panel to ensure that none of the information that you have provided is used in the selection decision. The information you provide in the equal opportunities monitoring form will be strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

The person specification document lists the attributes needed to conduct the job effectively. If you have an impairment which prevents you from meeting any of the criteria please tell us about this in your application. Please contact the person on the cover letter if you need help in order to fill out the application form or please indicate what we can do to help you meet the criteria. If you meet all of the essential requirements of the job you will be offered an invitation to attend an interview.

The Disability Discrimination Act (DDA) 1995 defines “disability” as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”. Long-term means the impairment must last for 12 months, or is likely to last for more than 12 months. Included in this definition is where the following is adversely affected:

- Mobility
- Manual dexterity
- Physical co-ordination
- Severe facial disfigurement
- Physical impairments e.g. asthma, epilepsy etc
- Mental impairments such as memory and ability to concentrate, understand or learn
- Progressive conditions such as cancer, HIV infection etc
- Understanding of the risk of physical danger

According to the Disability Rights Commission (DRC), “reasonable adjustments are changes made to working policies and practices and to the physical features of the premises, where they are substantially disadvantaging disabled people”.

There are many examples of reasonable adjustments, these include:

- Making adjustments to the employee’s place of work
- Making adjustments to policies and practices
- Making adjustments to the actual duties expected to be carried out by the employee
- Flexible working hours

- Providing training
- Modifying manuals and learning instructions so they are understandable and accessible

As everyone is different there are no strict and rigid rules regarding reasonable adjustments. If an adjustment is not adequately made for an employee under the DDA guidelines then an employment tribunal can be used to decide whether the adjustment was reasonable or not.

Please provide details in the application form of any requirements that we need to be aware of and make provision for specifically because of a disability or impairment to assist you at an interview or in employment. Please contact the person on the covering letter if you need a reasonable adjustment made so we can discuss and try to accommodate the requirements indicated. If you need help in filling out the application form or need information in a different format please contact the person on the covering letter. Please note, if you are a disabled applicant and meet all of the requirements of the job you will be offered an invitation to attend an interview.

# **ADDITIONAL INFORMATION ON TERMS AND CONDITIONS**

## **FLEXI-TIME SCHEME**

The London Councils' full-time employees are required to work 35 hours per week. Under the flexi-time scheme the day can be broken down as follows:

Core hours (must be worked)	10.00 to 12.00 14.00 to 16.00
Flexi-time	08.00 to 10.00 12.00 to 14.00 16.00 to 19.00

## **HOLIDAY ENTITLEMENT**

Your entitlement will be determined by reference to your continuous local government service, on the following basis:

0-4 years continuous service	26 days
5-9 years continuous service	29 days
10 year + continuous service	30 days

Additional days are also granted to enable the London Councils to close down between 25 December and 1 January. Full-time and part-time staff will be treated equally and all entitlements will be given on a pro rata basis.

## **PAY**

Employees are paid on the 11<sup>th</sup> of each month unless the 11<sup>th</sup> falls on a Saturday or Sunday when employees are paid on the Friday before. Where applicable, employees will receive an incremental increase on 1<sup>st</sup> April.

## **PENSION SCHEME**

You will be enrolled into the Local Government pension scheme (LGPS) with effect from your first day of employment.

We will contribute to the LGPS on your behalf, with our employer contribution to the scheme being determined at each triennial valuation of the pension fund by the funds appointed actuary.

Employee contributions are tiered based on actual pensionable pay as set out in the table below (2014/15).

Annual Pensionable Pay	Pension Contribution
Up to £13,600	5.5%
£13,601 to £21,200	5.8%
£21,201 to £34,400	6.5%
£34,401 to £43,500	6.8%
£43,501 to £60,700	8.5%
£60,701 to £86,000	9.9%
£86,001 to £101,200	10.5%
£101,201 to £151,800	11.4%
More than £151,800	12.5%

NB - These bands are periodically reviewed.

Your contributions will be deducted from the pensionable pay paid to you each pay period. You will receive tax relief on those contributions, and on any extra contributions you choose to make.

London Councils is an 'admitted body' to the London Pensions Fund Authority, (<http://www.lpfa.org.uk>).

## **PROBATION**

All employees are required to serve a six-month probation period before an appointment is confirmed.

For employees on a fixed term contract of 6 months or less, the probation period will be to the end date of the fixed term contract.