

Job Description and Person Specification

Job title:	Policy and Research Officer
Reports to:	Head of Policy and Engagement
Salary and Pension:	£27,276 - £32,235 + 8% employer pension contribution
Weekly hours:	35
Location:	Hybrid – working from home and office space
Fixed term/permanent:	Permanent
Annual holiday:	35 days, including 10 days for public holidays

Role Purpose

The Policy and Research Officer will work with guidance from the Head of Policy and Engagement to deliver the organisation's policy and research strategies which aim to achieve the vision of disabled people being fully included throughout all Scottish society as equal citizens.

The role involves developing and delivering new policy and research activities as well as continuing existing projects, ensuring that outputs are accessible and available to disabled people. Critical to its success will be collaboration with internal and external stakeholders, and a focus on understanding members' experiences and ensuring a strong evidence base is available to influence decision makers and policy development.

Key Responsibilities and Tasks

Policy and Research

Lead on assigned policy themes, identifying and maximising external communication opportunities.

Deliver events which identify themes and produce innovative outputs and products to identify and promote disabled people's solutions.

Garner support for disabled people's solutions among key policy decision makers.

Aim to increase disabled people and disabled people's organisations' engagement in policy development and service planning.

Work to bring disabled people and their allies together with decision and policy makers.

Conduct research projects in line with organisational needs and priorities, including analysis of engagement event outputs.

Maintain up to date knowledge of research developments in relevant areas.

Create opportunities for disabled people to participate in research and policy activities as equal partners.

Undertake all work in line with safeguarding principles and procedures.

Communications

Produce evidence-based reports, consultation responses, parliamentary briefings and other communications in collaboration with Membership and Communications colleagues.

Prepare research reports for publication with support from Membership and Communications colleagues.

Work with Membership and Communications colleagues to publicise research and policy work and opportunities.

Ensure that communications relating to policy and research work are accessible and available to disabled people.

Position policy outputs to influence decision-makers and broker opportunities for disabled people's involvement in decision making.

External Focus and Relationships

Build and maintain positive relationships and positively influence key external stakeholders, including funders, Scottish Government Ministers and officials, members, partners, academics and others.

Maximise opportunities to gather disabled people's lived experiences and other evidence which seeks to influence policy direction.

Represent Inclusion Scotland externally at meetings, conferences and events, chairing meetings as required.

Support and facilitate gathering disabled people's experiences and views, for example through group sessions, workshops, conferences.

Monitoring and Evaluation

Monitor and evaluate policy and research work for improvement, publicity and reporting purposes.

Maintain documented evidence of Policy and Research work.

Monitor and record opportunities and responses to consultations, relevant debates of the Scottish and UK Governments and Parliaments, and those of other relevant stakeholders, identifying opportunities to engage and influence.

Monitor progress against agreed outcomes on an ongoing basis and identify any areas of underperformance, taking action to address these without delay.

Contribute to reports for internal and external use, including reports to funders, funding applications and Board reports.

Undertake ongoing evaluation of Policy and Research work, identifying areas for improvement and implementing these.

Recognise and highlight any perceived risks within your area of work and effectively use the systems in place to manage these.

Finance

Follow finance procedures and work with finance colleagues when required to enable accurate, timely finance reporting.

Organisational

Promote the ethos and values of Inclusion Scotland in all activities.

Work collaboratively with colleagues across the organisation to ensure policy and research work is influenced by disabled people's lived experience.

Participate in Inclusion Scotland meetings, events and networks, as required.

Comply with organisational policies and procedures in all aspects of your role.

Carry out your work in line with relevant legislation, regulation, guidance, rules and standards.

Contribute to a positive organisational culture, embodying the organisation's values and playing a part in making Inclusion Scotland a great place for people to work.

Carry out any other responsibilities as may reasonably be required from time to time.

Person Specification

Personal Qualities

A demonstrable commitment to the Social Model of disability and the philosophy of Independent Living, and passion for supporting disabled people to be decision makers.

Commitment to diversity and ability to apply awareness of diversity and intersectional issues to all areas of our work.

A resilient approach to work and clear strategies for self-management as well as the ability to request support from the Board when needed.

Lived experience of being a disabled person is desirable.

Experience

Experience of effectively engaging with disabled people.

Experience of influencing at a senior level, including government and key decision makers.

Experience of conducting research, including qualitative.

Experience of policy and data analysis.

Experience of public speaking and representing an organisation externally.

Skills and Abilities

Excellent communication skills including written, verbal, nonverbal and listening skills.

Good presentation skills.

Excellent interpersonal skills to enable positive relationship building and effective collaborative working, internally and externally.

Strong organisational skills and attention to detail.

Proficient in the use of Microsoft Office products (Outlook, Word, Excel, PowerPoint, SharePoint).

Ability to plan and manage workload, meet deadlines and respond to unplanned demands.

Qualitative data collection and analysis skills.

Knowledge and Understanding

Comprehensive understanding of the issues and inequalities faced by disabled people.

Knowledge and understanding of the social, economic and political environment in which the voluntary sector operates and of the policy issues which impact Inclusion Scotland's work.

Knowledge of policy areas which are most relevant to disabled people.

Knowledge of a range of research methods, particularly qualitative approaches, emancipatory and action research and co-production.

Other Requirements

It is anticipated there will be some evening and weekend work which is supported by Inclusion Scotland's flexible working policy.