

ASH Scotland
Person specification:
Policy Officer (part time, 28 hours per week)



| Essential | Desirable |
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| 1. Education and training | |
| Graduate qualification or equivalent experience. | Postgraduate research experience. |
| 2. Knowledge and experience | |
| <p>Demonstrable ability to develop and communicate evidence and lived experience informed policy and advocacy positions achieved through 2 years in a similar role.</p> <p>Experience of analysing research/evidence and drafting policy briefings, papers/reports and consultation responses.</p> <p>Excellent communications and interpersonal skills.</p> | <p>Knowledge of tobacco control and/or public health issues (e.g. non-communicable disease prevention).</p> <p>Experience of working in a policy environment in Scotland.</p> <p>Demonstrable ability to build and maintain relationships across a range of stakeholders.</p> |

3. Skills and personal attributes

Proven ability to write or speak clearly, concisely and persuasively for policy audiences and summarise complex information – including statistical data – swiftly and accurately for a variety of audiences.

Ability to take instruction, prioritise work and ensure the completion of tasks to meet deadlines.

Ability to work effectively with and contribute to a multi-discipline team.

Understanding of and commitment to safeguarding confidential information.