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**JOB TITLE:** Engagement and Research Officer

**SALARY:** £33,461 - £37,170

**What is the role?**

You’ll be part of a small, dedicated team working across the Council to deliver a diverse range of projects. You will coordinate consultation and engagement activities, provide an ongoing analysis of our corporate performance measures and undertake research to inform decision making.

**You will: -**

* Help deliver a range of projects set out in our Communications and Engagement Strategy.
* Design and run consultations using surveys, exhibitions, and focus groups.
* Oversee our online engagement tools such as our online consultation platform (the E-Panel) and our ‘Let’s Talk Fareham’ Facebook Page to increase membership and engagement.
* Help develop and administer the Council’s approach to corporate performance measures, regularly collating and reporting on results and trends.
* Research and deliver analyses using briefing notes, presentations and reports to help support decision making.
* Collate information for and write regular Policy Reports for our Senior Leadership Team and Committee meetings.
* Monitor equalities and transparency data and complete Equality Impact Assessments.
* Monitor and report on new regulations, laws, initiatives, and funding streams linked to project areas.

You’ll be expected to work flexibly and support other services as needed. You’ll need to manage your workload and update your manager on progress.

**Who is the Person?**

**It is important to us that you have:**

* A genuine enthusiasm for engaging with a range of people and audiences both online and in person.
* An enquiring mind and interest in identifying potential ways to improve the services we provide our community.
* Ideally educated to degree level or equivalent, you will have an enthusiasm for learning.
* Excellent analytical skills to identify and collate information and draw conclusions from it.
* Excellent numeracy, ICT and written communication skills.
* The ability to work as part of a team.
* A “can do” attitude and the ability to adapt to change positively.
* Tact and diplomacy to manage difficult situations.
* A deep understanding of the importance of maintaining confidentiality when required and handling sensitive information.
* Time management skills and the flexibility to deal with changing priorities.
* The ability to provide support to different officers of the Council across our various services.
* A suitable means of mobility and flexibility with working hours to help run consultation meetings as necessary in the evening and occasionally at weekends.

Last Updated: April 2024

**Our policy is to make adaptations for those who have substantial and long-term disabilities. If you need an adaptation to carry out any of the above, please let us know.**