



# **Job title: Consultation, Engagement & Participation Officer (Local Government Reorganisation)- Fixed term for 24 months**

**Department: Finance & Resources**

**Service: Research, Engagement & Consultation Team**

**Section: Analysis & Insight**

**Grade: G**

**Post reference number:**

## **1 Job purpose**

The Consultation, Engagement and Participation Officer will support, advise and quality check consultation and engagement undertaken by the organisation to support the preparation and implementation of Local Government Reorganisation (LGR). The post-holder will ensure that the organisation undertakes effective consultation and engagement with all groups, in line with the objectives of the Council Plan, the Continuous Service Improvement Plan and associated LGR programme plans. A key focus of the role will be engaging with stakeholders, including residents and community and voluntary organisations in the development of LGR implementation proposals and strengthening community empowerment.

## **2 Principal duties and responsibilities**

To support the REC Team Manager and LGR Implementation Director in the planning, design, management, analysis and reporting of consultation surveys, engagement programmes and research projects to inform LGR preparation and implementation.

To support the work of the REC Team Manager in championing the consultation and engagement of residents and stakeholders in shaping proposals for LGR implementation .

To support the implementation of strategic frameworks, charters, standards and other good practice guidance for the effective engagement and participation in local authority decision making of citizens with protected characteristics, including disabled citizens and children & young people, and monitor and evaluate the implementation of this.

To provide advice and support to senior management teams of services on effective consultation methods, to ensure maximum impact is achieved against customer needs.

To support the REC Team Manager with corporate consultation and engagement projects, including the Future Council Conversation programme, Citizens Survey and the annual Budget Consultation, and the fulfilment of the Council's statutory consultation requirements.

To support the REC Team Manager to plan and lead the development of resources to improve the Council's ability to consult and engage effectively with citizens and involve them in decision-making, including online resources and digital engagement communication tools.

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To support the development of improved customer insight practices and needs-based resource allocation throughout the commissioning cycle.

To support the monitoring and evaluation of engagement practices within the local authority and across Council partnerships.

**3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.**

**4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**5 Numbers and grades of any staff supervised by the post holder:**

None

**6 Post holder's immediate supervisor: REC Team Manager**

**Prepared by/author: James Rhodes**

**Date: Feb 2026**

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		<b>P</b>	<b>A</b>	<b>T</b>	<b>I</b>	<b>D</b>
<b>Knowledge and Understanding</b>	Understanding of what constitutes effective practice in engaging with local communities and stakeholders in planning, delivering and evaluating service provision (essential)		✓	✓	✓	
	Understanding of national and local strategies and guidance documents which relate to the effective engagement of citizens, including disabled citizens and children & young people (essential)		✓	✓	✓	
	Knowledge of different methodologies for collecting and analysing data, with an emphasis on appropriate techniques to be used (essential)		✓		✓	
	Understanding of the commissioning cycle		✓		✓	
<b>Experience</b>	Experience of planning, delivering and managing consultation and engagement work		✓		✓	
	Experience of engaging service users in the design, delivery and evaluation of service provision		✓		✓	
	Experience of project management with evidence of continuous professional development in this area		✓		✓	
	Experience of working with colleagues and partners to promote engagement of service users		✓		✓	

