

## JUNIOR POLICY OFFICER

# Oliver Chen



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Public Administration graduate from Sheffield Hallam University with a **2:1 degree (64% average)** and experience from a policy research placement at a local authority. Contributed to **3 policy briefing papers** used in council committee meetings and analysed consultation responses from over **1,200 residents**. Holds strong research and writing skills, with a solid understanding of local government structures, public engagement processes, and evidence based policymaking. Seeking a junior policy role to apply analytical and communication skills in the public or third sector.

## EXPERIENCE

Jan 2025 – Jun 2025

### Policy Research Assistant (Placement), Sheffield City Council, Sheffield

Completed a 6 month placement with the Policy, Performance and Communications team, supporting elected members and senior officers with research and briefing materials.

- Drafted **3 policy briefing papers** on housing affordability, air quality, and youth unemployment that were presented at council scrutiny committee meetings
- Analysed responses from a public consultation on the Local Plan, coding and summarising feedback from **1,200+ residents** using NVivo qualitative analysis software
- Compiled **weekly data dashboards** tracking key performance indicators across **8 service areas** including waste collection, housing repairs, and council tax collection rates
- Attended **12 committee meetings** and prepared agenda packs, minutes, and action logs for the Policy and Governance team

Jan 2024 – Dec 2024

### Student Advice Centre Assistant (Part-Time), Sheffield Hallam Students' Union, Sheffield

Provided front line support to students seeking advice on academic appeals, housing issues, and welfare concerns.

- Handled an average of **25 student enquiries per week** via email, phone, and in person drop ins
- Drafted **15 formal complaint letters** on behalf of students pursuing academic appeals or landlord disputes
- Maintained a case management database with **98% accuracy** on record updates and follow up scheduling

## EDUCATION

Sep 2022 – Jul 2025

### BA (Hons) Public Administration in Public Administration, Sheffield Hallam University, Sheffield

Graduated with Upper Second Class Honours (**64% average**). Dissertation on the effectiveness of participatory budgeting in English local authorities, graded **68%**.

- Relevant modules: Public Policy Analysis, Local Government and Governance, Research Methods, Public Finance, Social Policy, Politics and the State
- Received the **Department of Social Sciences Prize** for highest mark in the Public Policy Analysis module (**76%**)
- Completed a **certified NVivo training course** through the university's Graduate Research Centre

## SKILLS

Policy Research and Analysis • Report and Briefing Writing • Qualitative Data Analysis (NVivo) • Quantitative Data Analysis (SPSS, Excel) • Stakeholder Engagement • Public Consultation Analysis • Minute Taking and Committee Support • Freedom of Information Requests • Microsoft Office Suite • Literature Review • Presentation Skills • Project Coordination

## CERTIFICATIONS

Oct 2024 – Dec 2024

### NVivo Qualitative Data Analysis (Certified User), Lumivero

Jun 2024 – Jun 2024

### Introduction to the UK Political System, The Parliament Project

## LANGUAGES

English - Native • Cantonese - Conversational

## PROJECTS

Sep 2024 – Jun 2025

### Secretary - SHU Politics and Public Policy Society

Managed administration and communications for the university's politics and public policy society.

- Organised **6 panel discussions** on topics including devolution, NHS reform, and climate policy, with average attendance of **28 students**
- Coordinated a **visit to the Houses of Parliament** for **18 students**, including a meeting with the local MP for Sheffield Central
- Maintained the society's mailing list of **95 members** and sent fortnightly newsletters summarising upcoming events and relevant policy news

Feb 2025 – Apr 2025

### **Participatory Budgeting Simulation**

Designed and facilitated a participatory budgeting exercise as part of a final year assessment.

- Created a simulation where **30 students** allocated a fictional council budget of **£5 million** across competing priorities
- Facilitated **3 deliberation sessions** and collected pre and post exercise surveys measuring changes in attitudes toward public spending
- Produced a **6,000 word analysis** of the exercise outcomes, graded **73%**

## **REFERENCES**

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**Helen Ashworth**

Senior Policy Officer, Sheffield City Council, helen.ashworth@sheffield.gov.uk, +44 7700 900 912

## **EXTRA CURRICULAR ACTIVITY**

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Mar 2024 – Jun 2025

### **Campaign Volunteer - Citizens UK Sheffield**

Volunteered with the Sheffield chapter of Citizens UK, supporting community organising campaigns on housing and living wages.

- Canvassed **150+ households** in Burngreave and Sharrow gathering testimonies for the real living wage campaign
- Helped organise a **community accountability assembly** attended by **200 residents** and **3 local councillors**

Sep 2023 – Jun 2025

### **Student Representative - BA Public Administration Programme**

Represented **85 students** at departmental boards and staff student liaison committee meetings.

- Successfully advocated for **extended library hours** during the exam period, benefiting all social sciences students
- Organised **2 informal feedback sessions** per semester to capture student views before formal committee meetings

Jun 2023 – Jun 2025

### **Regular Volunteer - Sheffield Park Run (Endcliffe)**

Participated as both a runner and volunteer at the weekly Endcliffe Parkrun.

- Volunteered at **20+ events** in timekeeper and tail walker roles, supporting runs with an average of **250 participants**