

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Policy Officer
MANAGED BY:	Policy Manager
GRADE:	8

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & Northeast Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

PURPOSE OF THE JOB

Working in the Policy Team, the post holder will play an important role in helping set strategic direction, ensuring regional and Mayoral priorities are effectively positioning across the work of the CA and spotting new opportunities to strengthen the work of the

region.

The successful candidate will work flexibly across projects liaising with colleagues across the organisation, and with local and national partners. The post holder will support complex projects and will be adept at researching and drafting policy papers. .

Comfortable translating economic evidence into clear policy options, the successful candidate will join the CA at an exciting time as we work with our partners to consider the opportunities emerging from the recent Levelling Up White Paper. You will be part of the team seeking to maximise investment in the region and ensuring that in all we do - positive outcomes are realised for people, communities and the regional economy.

KEY RESPONSIBILITIES

The successful candidate will be expected to work flexibly on policy issues as they arise, examples of the sorts responsibilities may include:

- Support the delivery of ambitious implementation plans for the Local Industrial Strategy & Regional Recovery Plan, working in collaboration with regional and national partners.
- Support Policy Managers to develop policy proposals, working with analysts to ensure evidence is translated into tangible policy options
- Undertaking horizon scanning and supporting in briefing senior manager on emerging areas of national and international policy
- Support Policy Managers and Senior managers to prepare reports, briefings, visualisations, graphics and presentations for a range of stakeholders
- Support Policy Managers to develop of briefings for senior managers and politicians in preparation for meetings and events.
- Support Project Managers and Policy Managers to develop and deliver projects and events relevant to strategic priorities
- Providing secretariat support (taking minutes, arranging meetings and agendas) for regular meetings
- work flexibly across a wide range of policy areas as required.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent experience
- Knowledge and understanding of the role of economic evidence in informing strategy and policy
- Knowledge of the work of national, regional and local bodies in the context of economic growth
- Knowledge of the local and regional policy context and how this will impact the work of this role

Experience

- Proven track record of using evidence to support the development of policy positions
- Experience of researching across a range of policy areas to develop briefings for a range of audiences including senior managers, politicians and key stakeholders.
- Working collaboratively across the organisation and with key external stakeholders e.g. Unitary Authorities

Skills and Competencies

- Ability to translate national policy frameworks into local and regional priorities
- Ability to work collaboratively and as part of a team
- Ability to advocate and influence
- Excellent written and verbal communication skills to ensure that priorities are communicated effectively.

DESIRABLE

- Knowledge of the West of England Combined Authority and Local Enterprise Partnership and how these contribute to economic outcomes
- Experience of managing Boards, steering groups or committees with senior leaders in a public-sector context

REWARDS AND BENEFITS

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits employee and employer needs whilst maintain a work-life balance.

