

JOB DESCRIPTION

JOB TITLE:	Policy Manager
MANAGED BY:	Senior Policy Manager
GRADE:	11

ROLE OVERVIEW

Approx. size of team:	9
Key accountabilities:	- Working with teams and partners to develop strategies and translate strategies into clear delivery plans - Using evidence to develop policy proposals - Drafting briefings for senior managers
Key relationships:	Internal stakeholders across directorates

THE ROLE

The West of England Combined Authority is seeking to appoint a Policy Manager to join the Policy Team. Working in the Policy Team, this role will lead on developing and owning strategic narrative on core areas of the work of the organisation. This role will translate national and regional strategies into clear and consistent priorities for delivery. The role will also help shape the future economic development of the region and support our work around devolution, and business and place-based development. The role will work in close partnership with delivery teams (across our business and skills, and infrastructure teams), ensuring strategic direction both feeds and draws on the experience of delivery.

KEY RESPONSIBILITIES

- Working with relevant teams and partners to coordinate and lead the development of strategies and translation of strategies into tangible and clear delivery plans

- Build and maintain productive working relationships with colleagues within the Combined Authority, unitary authorities, regional partners, Government and other stakeholders to enable progress in delivering regional strategies and priorities.
- Leading the Policy input to the development of directorate plans, strategies, business cases and funding bids to ensure regional and Mayoral priorities are reflected and a single narrative flows through all that we do. This role will cover all policy areas.
- Use evidence to develop policy proposals, working with service leads to identify priority actions, drawing on the overarching organisational strategies and evidence and analysis provided by the Economic Analysis Team to ensure effective targeting of activity.
- Leading drafting of briefings for Senior Managers and the Mayor on issues relevant to post holders areas of responsibility, coordinating the input of colleagues.
- Enabling effective partner engagement, including maintaining oversight of government engagement within areas of responsibility, ensuring consistency and visibility.
- Leading on the development of policy proposals on cross cutting issues, in support of the delivery of regional and Mayoral priorities, coordinating the input of colleagues.

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 policy development in a complex, multifaceted environment
- Experience of translating strategy into policy opportunities.
- Influencing and negotiating locally, regionally and/or nationally

Skills and Competencies

- Ability to develop productive working relationships with a wide range of stakeholders.
- Able to negotiate and influence stakeholders at all levels of the organisation.
- Excellent verbal and written communication skills including translating complex information into clear and engaging reports for a variety of audiences.
- Ability to develop an understanding of unfamiliar topic areas, sometimes at rapid pace, to advise and make recommendations to Senior Managers and the Mayor
- Ability to work collaboratively and as part of a team.

DESIRABLE

Qualifications and Knowledge

- Knowledge of relevant policy areas (skills, business and innovation, transport, housing, environment) or experience of government relations/public affairs.
- Knowledge/experience of developing business and/or place-based policies and strategies.

Experience

- Experience of managing Boards, steering groups or committees with senior leaders in a public-sector context