

JOB DESCRIPTION

JOB TITLE:	Research and Briefings Officer
GRADE:	Grade 7

BACKGROUND

The West of England Combined Authority is appointing a Research and Briefings Officer to work closely with the Metro Mayor.

This is an exciting time to join the West of England Combined Authority. In the last year a billion pounds of new investment has been secured for the region. New exciting plans are in place to deliver on Metro Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support our communities facing the cost-of-living crisis. There is a relentless focus on delivery and impact, and put the West of England firmly on the map for regional, national and global success.

Led by regional Metro Mayor Dan Norris, the West of England Combined Authority works with local communities, public services, industry and government to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Working closely with our Metro Mayor, Dan Norris, your job will be to make sure he has rapid, relevant, and accurate briefings to make informed decisions, engage in discussions and react at speed with timely and accurate interventions.

Your work will vary on a day-to-day basis. It will support the Mayor's visits across our fantastic region, his engagement across the full range of communications channels, and his detailed policy engagement.

You will bring a passion about delivering for local people, sharp thinking, a concise and accessible communication style and drive. You will very comfortable working directly with a wide range of people. You value accuracy at all times, are able to deliver it at pace, and can conduct longer-term research.

You'll bring a motivation to support the Metro Mayor to place the West of England firmly on the map and the place to be for living, working, visiting and doing business

Come and play a key role in helping to make it happen and telling the world about the great work happening in the West of England.

KEY RESPONSIBILITIES

Working closely on a day-to-day basis with the Metro Mayor of the West of England, Corporate Leadership Team and various department heads as needs arise, you will provide a proactive and reactive briefing function and support the Mayor to raise the profile of the West of England, and its strengths and opportunities, nationally and locally. This role is responsible for researching and coordinating relevant material on policy positions and accurately and concisely briefing the Metro Mayor with the findings in a timely manner.

The post holder will be expected to work flexibly, playing an active part in a 24-hour approach to research and communications for the Metro Mayor, and working closely with the Mayor's Office staff and other officers in the wider Mayoral Combined Authority.

The role will include:

- Provide core research support to the Mayor to aid discussions, decision making and communications.
- Deliver timely, factual, accurate written and verbal briefings to the Mayor ahead of public facing events, visits and media interviews.
- Ensure accurate and consistent messaging across a range of platforms to support the Metro Mayoral strategy
- Work with the Mayor's Office, and communications team, to deliver impactful, proactive and reactive media content at pace, including providing accurate briefing, advice and other materials for journalists, as required.
- Arrange logistics for events and visits with an excellent eye for detail.
- Develop and maintain relationships with a network of key external contacts, including providing relevant and appropriate materials and information necessary to promote the work and aims of the Metro Mayor, and wider Mayoral Combined Authority.
- Research and produce accurate and effective materials for use online, in forums or events and media interviews
- Keep abreast of local and national political debates, including monitoring and reporting on the activity of Parliament and local authorities.
- Ensure the accuracy and quality of relevant West of England Combined Authority Metro Mayoral publications
- Work with all West of England Combined Authority staff to ensure Metro Mayoral priorities and the positive work of the organisation are proactively promoted
- Support the Mayor's office as and when required to assist the work of the Mayor and the Mayoral Combined Authority he leads.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to a degree level or equivalent experience
- Demonstrable experience in a related role
- Demonstrates an interest in core local and national policy issues
- Knowledge of how the media works and an ability to spot good research and media opportunities
- Strong political judgement
- Excellent IT skills including Outlook, Word, Excel, PowerPoint and database entry and reporting

Experience

- Experience of producing high quality written material to tight deadlines
- Experience of working with politicians or other senior figures
- Experience of engaging well with a wide range of people, face-to-face - from colleagues and residents to policymakers and stakeholders
- Experience of working in a high-pressure environment
- Experience of conducting high-quality research
- Track record of briefing at speed, delivering accurate and sometimes nuanced information with confidence and clarity

Skills and Competencies

- Excellent verbal and written communication skills
- Excellent research skills and ability to write clear, concise briefings at pace
- Able to translate complex/technical information into plain English
- Excellent interpersonal skills, able to deal with a range of people face to face
- Ability to initiate projects and work to tight deadlines
- Ability to prioritise a demanding workload
- Ability to work on your own initiative and remain accountable

YOUR COMMITMENT

- You will be flexible and able to demonstrate the same level of enthusiasm whether you're working with a local community group or the Mayor
- Understanding and commitment to the devolution agenda.
- This is not a 9-5 office role and a degree of out of hours working will be required on occasion.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays, increasing to 31 after 5 years reckonable service
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £10.42 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.