

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Policy Manager
<b>MANAGED BY:</b>	Senior Policy Manager- Strategy & Innovation
<b>GRADE:</b>	11

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Policy Manager to join the Policy Team.

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

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry 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 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, environment and infrastructure teams), ensuring strategic direction both feeds and draws on the experience of delivery.

### KEY RESPONSIBILITIES

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

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

## REWARDS AND BENEFITS

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

- 26 days annual leave plus bank holidays
- 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 £9.50 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.