

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Head of Policy
<b>MANAGED BY:</b>	Director of Strategy
<b>GRADE:</b>	Head of Service 2

**ROLE OVERVIEW**

	<p>This role will lead the high performing policy function within the West of England Combined Authority. Reporting to the Director of Strategy, the role holder will be responsible for ensuring strong policy options are developed to support the development and delivery of work across the Combined Authority and with partners.</p> <p>The role holder will ensure the Mayor and senior leadership team are well informed on external policy development and that opportunities are identified for the Authority to influence national policy.</p> <p>Working across the strategy directorate, the role holder will help to drive the development of strategies and plans. They will ensure strategic plans are translated into viable policy proposals and will guide policy proposals through to initial decisions on delivery (and manage the handover of projects to relevant teams).</p> <p>The role holder will ensure the Authority has a strong understanding of policy opportunities across its areas of responsibility and that the Policy Team (working with colleagues) applies this knowledge to the development of WECA projects.</p> <p>As required, the role holder will ensure senior colleagues are well briefed for external engagements.</p>
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**THE ROLE**

The purpose of the Head of Policy role is to lead the Policy Team of the West of England Combined Authority, translating the strategy of the organisation into a clear set of policy proposals ready for implementation.

The Head of Policy will provide this leadership function during a crucial period for the West of England Combined Authority as we seek to translate the recently published Growth Strategy into delivery.

The role holder will work closely with the Corporate Leadership team, managing a complex range policy development, and ensure the CA is influencing Government effectively. For example, the role holder will lead work to ensure the Mayor's ambitions to tackle child poverty are realised, will develop thinking around the MCAs role in the health system and will develop responses to recent announcements on the role of MCAs in policing.

The role holder will work closely with the Director of Strategy, taking responsibility for new areas of policy work as they emerge, ensuring clear priorities are developed, appropriate regional and national engagement takes place, and smooth transition arrangements are followed as work transfers to delivery.

The role holder will work closely with teams across the organisation to ensure strategy is translated into delivery plans. They will be responsible for the development of the corporate Business Plan, for horizon scanning activity (ensuring the Leadership Team are kept up to date on developments and opportunities in national policy development). The role holder will also be responsible for ensuring high quality briefings are provided to senior leaders as required.

The role holder will provide strategic advice to CLT on emerging opportunities the region may want to consider; government priorities and the challenges or opportunities this may create for the MCA. The role holder, working in collaboration with colleagues, will provide CLT with options to consider to strengthen the strategic position of the MCA.

Any other duties as directed.

## KEY RESPONSIBILITIES

### Management

- Leading the translation of the West of England Growth Strategy into delivery, providing direction and ensuring the plan is focused on the key opportunities for the region whilst ensuring it is widely supported by partners and responsive to the objectives of the Mayor.
- Leading the production of high quality briefings for CLT members and the Mayor to support external engagement
- Leading the policy function to support cross-organisational policy development

### Programme Development

- Providing direction for programmes led within the policy team
- Ensuring the organisation is kept well informed of national policy debate, national and international best practice in our core policy areas and ensuring the strengths of the region are well understood and inform policy development across the organisation.
- To undertake specific policy projects as directed by the Director of Strategy

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent experience
- Excellent knowledge and experience of the national, regional and local policy landscape and the role of devolved Mayoral Authorities.

#### Experience

- Significant experience of working in a complex stakeholder environment at a senior level and can demonstrate ability to develop and maintain effective relationships.
- Significant experience of leadership and consensus building in a complex, multi-stakeholder environment.
- Significant experience of leading the development of policy positions to strengthen regional economies and services
- Significant experience of working with and influencing national government
- Significant experience of working with and advising senior officers and elected representatives.
- Significant experience of drafting or leading the development of high-quality documents, suitable for publication

#### Skills and Competencies

- Leadership qualities i.e. building trust, confidence and engagement with policy development processes.
- Possess excellent interpersonal skills and ability to motivate staff and other managers
- Persuasive individual who can challenge effectively so that others see another point of view.
- Demonstrate the ability to work accurately under pressure with frequent changes of priority.
- Have demonstrated the ability to work with initiative and plan work for the team to meet conflicting and changing priorities.
- Proven ability for verbal and written communication skills, consistent with operating at elected official and Senior Management level.

**This role is politically restricted**

### DESIRABLE

#### Qualifications and Knowledge

Knowledge of the role, responsibilities and opportunities associated with the West of England Combined Authority
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Experience
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Direct experience of working in a Combined Authority environment
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