

JOB DESCRIPTION

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

BACKGROUND

The West of England Combined Authority is seeking to appoint a Policy Officer 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, the post holder will play an important role in providing secretariat support for the M10 network, helping to form the policy positions and work with key stakeholders such as government.

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 a range of topics and providing secretariat support to large peer networks.

Comfortable translating evidence into clear policy options, the successful candidate will join the Combined Authority 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 the impact of devolution and lobby for further change.

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 the M10 network's ambition, working in collaboration with regional and national partners.
- Providing secretariat support (taking minutes, arranging meetings and agendas) for regular meetings including Chief Executives and Mayors.
- Support the network to develop policy proposals, working with analysts to ensure evidence is translated into tangible policy options.
- Undertaking horizon scanning and supporting in briefing relevant officers and senior managers 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.
- Work flexibly across a wide range of policy areas as required.
- Liaising with the subgroups (e.g. net zero, skills etc) to ensure consistency and visibility of the work across the network.

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 devolution and evidence in informing strategy and policy
- Knowledge of the work of national, regional and local bodies in the context of devolution
- 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. Mayoral Combined 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

Qualifications and Knowledge

- Knowledge of the M10 network or Mayoral Combined Authorities and how devolution benefits local areas.
- 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.