

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Research and Briefings Officer
<b>MANAGED BY:</b>	Communications officer
<b>GRADE:</b>	Grade 7

### BACKGROUND

The West of England Combined Authority is appointing a Research and Briefings officer who will 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 to 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, other 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, you will ensure he has all the information he needs to make informed decisions, take an active part in discussions and react at speed to developments with timely and accurate interventions.

You will bring enthusiasm about delivering for local people, clear thinking and drive. You will be able to work accurately and at pace as well as taking on long-term research activities.

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 you will provide a proactive and reactive briefing function and support the mayor to raise the profile of the West of England, its strengths and opportunities, nationally and locally.

The role will include:

- Coordinating and maintaining factual, accurate, and up-to-date briefing materials on the work of the West of England Combined Authority, policy positions and topical issues
- Carrying out independent research to write policy papers to aid decision making
- Delivering regular written and verbal briefings to the Metro Mayor and other spokespeople ahead of public facing events, forums and media interviews
- Ensuring accuracy and consistency of message across a range of platforms
- Providing a central point of contact for briefing requests to the West of England Combined Authority
- Conducting other research projects
- Working with all West of England Combined Authority staff to ensure Metro Mayoral priorities and the positive work of the organisation are proactively promoted
- Have a top-notch understanding of the national political scene including a knowledge of opportunities and challenges coming from Government policy

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Good standard of general education
- Excellent IT skills including Outlook, Word, Excel, PowerPoint and database entry and reporting

#### Experience

- Understanding of working at a high level in a political environment for example with ministers
- Experience of producing high quality briefing notes and reports
- Experience of research
- Experience of working in a high-pressure environment
- Excellent written and verbal communication skills
- Ability to prioritise a demanding workload, working very quickly in a pressurised environment

#### Skills and Competencies

- Excellent research skills
- Ability to write concise briefing notes picking out salient points
- Excellent interpersonal skills

- Strong initiative, with the ability to initiate projects
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## DESIRABLE

### *Qualifications and Knowledge*

## REWARDS AND BENEFITS

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

- 25 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
- Access to an online shopping platform offering employee discounts across a huge range of retailers

We are about to move 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 £9.90 - 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.