

JOB DESCRIPTION

JOB TITLE:	Senior Policy Manager
MANAGED BY:	Head of Policy
GRADE:	12

BACKGROUND

The West of England Combined Authority is seeking to appoint a Senior 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.

You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.

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 helping set strategic direction, ensuring Mayoral and regional priorities are effectively positioning across the work of the Combined Authority and spotting new opportunities to strengthen the work of the region.

The successful candidate will work flexibly across projects liaising with colleagues across the organisation, and with local and national partners. The post holder will lead on complex projects and will be adept at taking on new topics and swiftly understanding the challenges and opportunities they pose.

Comfortable translating economic 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 new opportunities for the region. You will be part of the team seeking to maximise investment in the region and ensuring that in all we do, positive outcomes are realised for people, communities and the regional economy.

KEY RESPONSIBILITIES

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

- Supporting refreshing the region's long-term economic strategy, building on the Local Industrial Strategy
- Leading pieces of work to take forward delivery of priorities that have been set by the West of England Metro Mayor
- Providing high-quality, ambitious strategic support to the West of England Local Enterprise Partnership

Leading on the development of regional opportunities associated with the Levelling Up White Paper and broader government policy.

- Identifying investment priorities, developing investment plans, and leading the development of plans to unlock funds- working in close consultation with regional and national partners.

As a member of the Policy and Strategy team, the successful candidate will be required to:

- use evidence to develop policy proposals, working with analyst colleagues to ensure their work reflects priorities and supporting the consideration of new and innovative sources of evidence where appropriate
- build and maintain productive working relationships with colleagues within the Combined Authority and across the UAs
- secure broad stakeholder support for policy development, working collaboratively with local, regional and national partners
- 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 leading and taking overall responsibility for policy development in a complex, multifaceted environment
- Experience of leading a team of policy/strategy professionals to deliver in line with overall organisational strategy
- Influencing and negotiating locally, regionally and/or nationally.

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 West of England Combined Authority and Local Enterprise Partnership and how these contribute to economic outcomes
- 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 (from 1st April 2023)
- 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.