

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Policy Manager
<b>MANAGED BY:</b>	Service Lead - Policy & Strategy
<b>GRADE:</b>	12

## BACKGROUND

### The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

## PURPOSE OF THE JOB

Working with the Policy and Strategy team to develop strategies to support the region's ambition to drive clean and inclusive economic growth for the West of England. The successful candidates will play a central role in the work of WECA as we support the

region's recovery from the Covid-19 pandemic. This work will build on the strategic framework set out in the region's Local Industrial Strategy and Employment and Skills Plan to address the unprecedented challenges we now face. The successful candidate will work flexibly across projects liaising with colleagues across the organisation (in particular in the Business & Skills and Infrastructure Directorates) and in central and local government.

## 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:

- refreshing the region's long-term economic strategy in light of the Covid-19 pandemic, building on the Local Industrial Strategy and the Regional Recovery Plan
- leading development of plans to ensure inclusive growth is driven through our regional plans, working across regional stakeholders to ensure the ambitions in the Plan are realised
- providing high-quality, ambitious strategic support to the West of England Local Enterprise Partnership

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
- engage with the business community to ensure their views inform strategic thinking
- 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

- 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

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.