

## ROLE PROFILE

<b>Job Title:</b>	Policy Co-ordinator	<b>Job Code:</b>	PSC/E7
<b>Department:</b>	Transport and Economic Policy and Strategy	<b>Version:</b>	1.1
<b>Reports To:</b>	Lead Policy Manager/ Policy Manager	<b>Date Created:</b>	August 2019
		<b>Grade:</b>	J

<b>Is this a politically restricted Post?</b>	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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## ORGANISATIONAL CONTEXT

### Our Vision as an organisation is:

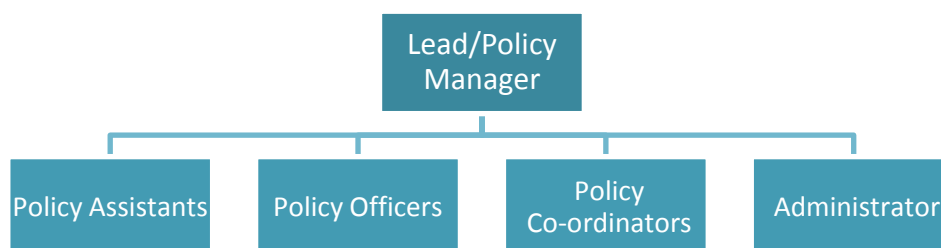
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:

Producing transport and economic policy and strategies that help drive our region's economy and will allow for the efficient movement of goods and people.



## Job Overview:

- Coordinate the development of economic and transport policies and initiatives by developing policy proposals, appraising strategy options and co-ordinating projects and initiatives.
- Work across a range of functional areas including but not limited to:
  - Shaping the region's approach to public and private sector reform
  - Identifying how we can develop the road, bus, rail and future connectivity proposition for customers
  - Shaping our approach to housing and strategic sites, such as enterprise zones and place-making.
  - Identifying and leading thinking on the future of ESIF and its replacement or what LCR needs to do to be at the forefront of changes in areas such as energy, environment, digital, innovation, active travel, health.

- © Take a pro-active approach to participating and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

### People Contacts:

- Ⓢ Support partnership working across the organisation and externally.
- Ⓢ Work together with your team to ensure targets are achieved.
- Ⓢ Be an advocate of our strong performance management culture, taking accountability for delivering results.
- Ⓢ Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- Ⓢ Take a proactive approach to internal processes, contributing during meetings and interviews.
- Ⓢ Utilise effective communication channels when working with others.

### Technical Duties:

- Contribute to the delivery of the SEP objectives and other relevant strategies and policies by developing and testing policy proposals, appraising possible options, giving recommendations and co-ordinating projects and initiatives.
- Contribute to the development of policy and strategy through the assessment of challenges and opportunities and providing advice. Identify possible options to delivery policies, critically assess their pros and cons by interrogating research and evidence and make recommendations on the best way forward.
- Use project management tools and techniques to provide project co-ordination for policy, strategy and business case development; track progress, highlight slippage and provide advice on overall timescales for the project.
- Use risk management tools to identify risks and provide possible mitigation measures.
- Use stakeholder engagement tools to identify relevant stakeholders and provide advice on how best to engage with them.
- Use project management tools to report on budgets. Using this information, assess the current and projected revenue and capital costs and make recommendations about underspend, overspend and projected differences from the forecasted budget. Liaise with external organisations to confirm funding streams and payment dates.
- Use transport, planning, economic or environmental models and analytical tools to assess policy and strategy options. Interrogate the results and provide clear and succinct assessments to team members or to contribute to business cases for transport and economic investments, providing clarity about the robustness of the assessment.
- Assess new developments or strategic sites and provide advice to Policy Managers, Heads of Service and ultimately the Leadership Team, on whether they align with the SEP or other relevant strategies and provide recommendations for how sites could best meet the SEP or other relevant strategy outcomes. Help to secure funding from developers to support agreed investments.
- Monitor performance of networks to provide advice on how they are performing against targets. Liaise with external bodies to secure relevant data sets and interrogate the data to provide advice about how the network is performing to Policy Managers, Heads of Service and ultimately the Leadership Team
- Contribute to the provision of advice to CA /Local Enterprise Partnership (LEP) Board and others, on policy and strategy issues. This includes the writing of concise reports, briefing notes and presentations.

- Provide project management support to oversee capital and revenue programmes. Work with internal and external partners to map out delivery dates, check on progress, write reports and escalate issues of time, quality or cost.

- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
- © Ensuring compliance with the Combined Authority's health and safety policy.

### **Impact & Influence:**

- Work in partnership with other organisations and stakeholders, both within the city region, nationally and more widely as appropriate, to contribute to the development and delivery of the SEP or other relevant strategies
- Maintain and develop strong relationships with colleagues, partner authorities and external bodies in your field of work.

- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © Educated to Degree level or equivalent relevant education/ experience in economic or transport policy-making or project management.
- © Practical experience of successfully performing in a similar role.
- © Experience of successfully working within a policy and strategy environment.

- Demonstrable experience of policy and strategy development in social, economic, environmental or transport related fields.
- Relevant Professional Qualification in economics, planning, transport or project management desirable.
- Excellent analytical and data analysis skills.

### People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

- Experience of managing third party input into policy or project development.

### Technical:

- © Strong negotiation skills.

- Experience of identifying and assessing solutions to policy or strategy challenges.
- Experience of business case development (depending on the function, experience of transport, economic or environmental appraisal desirable).
- Very strong project management skills with an ability to use project management tools such as Microsoft Project and to be confident in assessing progress of policy delivery.
- Demonstrable experience of using project management tools such as Microsoft Project to report against budgets.

### Impact & Influence:

- Experience of negotiating with and influencing stakeholders.
- Experience of developing effective working relationships both internally and externally.
- Demonstrable ability to communicate options clearly and succinctly to a non-technical audience and make recommendations on challenging topics.
- Experience of writing concise reports, briefing notes and presentations for a variety of audiences.

## OUR VALUE & BEHAVIOURS

**Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.