

ROLE PROFILE

Job Title:	Policy Officer	Job Code:	PSC/E9
Department:	Transport and Economic Policy and Strategy	Version:	1.0
Reports To:	Lead Policy Manager	Date Created:	March 2017
		Member of:	Policy, Strategy and Comms Directorate
		Grade	K

Is this a politically restricted Post?	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 the efficient movement of goods and people



Job Overview:

- Lead the development of economic and transport policies and initiatives including developing policy proposals, appraising strategy options and co-ordinating of projects and initiatives.
- Work with senior policy managers 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.

- © Design, implement and maintain the systems required for delivery the objectives of your function to support the CA in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participation and delivery of your directorate's objectives.
- © Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times.
- © Be a visible and enthusiastic manager, 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:

- Support the delivery of the SEP objectives and other relevant strategies and policies.
- Shape and inform pan-northern and national transport and economic policies and strategies by assessing transport and economic challenges, considering opportunities and solutions and providing recommendations based on evidence.
- Use transport, economic, spatial planning or environmental models and analytical tools as appropriate to determine and assess recommendations and clearly articulate the choices for Members.
- Develop relationships with relevant organisations and represent the CA's interests at meetings to help achieve the SEP outcomes.
- Contribute to, and where appropriate lead on the provision of advice to CA /Local Enterprise Partnership (LEP) Board and others, on policy and strategy issues. This includes the drafting and preparation of reports, briefing notes and presentations.
- Support the achievement of our policy objectives, set out a strategy for their delivery. Working with partners, develop a pipeline of schemes and initiatives that are appropriately prioritised and assessed. Shape the pipeline into programme of work and then, alongside the Project Management Office and Implementation Teams, oversee its delivery.
- Develop and manage capital and revenue programmes to support the delivery of the pipeline of schemes.
- Contribute to initial scheme development by leading on the production of business cases for transport and economic investments. Build the necessary evidence base for schemes and initiatives, leading on the development of the five cases within the overall business case, drawing on other expert advice as needed. Use the evidence to make the case to internal budget holders or external funding providers to secure investment, negotiating with third party investors as needed.
- Influence and shape the work of partners and stakeholders to help the CA achieve the SEP objectives. Work with local partners in the public and private sectors to help shape their strategies and approach to investments in the city region. Working with national organisations, influence their decision-making in support of the delivery of the SEP.
- Manage the input of external advice to your policy development activity or project. Follow appropriate procurement routes to bring on board advice as needed and then act as the intelligent client making sure that that the work is value for money.

- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, identifying appropriate solutions and acting accordingly.
- © Lead by example on Health & Safety matters, ensuring compliance with the CA's Health and Safety Policy.

Financial:

- Oversee expenditure of consultants as appropriate.
- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against Corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Develop policy and strategy in partnership with other organisations and stakeholders, both within the city region, nationally and more widely as appropriate.
- Maintain and develop strong relationships with colleagues, partner authorities and external bodies.
- © Represent the interests of your function within the context of the wider aims of the CA both internally and externally.
- © Foster good working relations across the organisation, building effective departmental relationships.
- © Use strong communication skills to influence key customers and stakeholders supporting your function's ability to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation

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:

- © Holds a Degree or has equivalent relevant experience in Environmental Studies, Transport, Planning or Economics.
- © Relevant Professional Qualification (in economic or transport policy-making or project management or spatial planning).
- © Extensive practical experience of successfully developing and delivering policy and strategy in a complex or challenging environment.
- © Extensive practical experience of successfully performing in a similar role.
- Experience of working in a multidisciplinary team and excellent ability to use various sources of evidence and data to reach conclusions.
- Extensive analytical and data analysis skills.
- Excellent ability to communicate options and recommendations.
- Detailed experience of transport, planning, economic or environmental modelling and its application to policy and strategy development.
- Excellent project management skills (demonstrated by relevant experience or a project management qualification).

People:

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

© Experience of effectively contributing to organisational vision.

- Broad experience of managing external consultancy or third party input into complex or challenging policy or project development.

Technical:

- © Demonstrable experience of managing and championing change successfully
- © Strong communication skills with the proven ability to influence, negotiate and challenge.
- © Experience of making compelling business cases/ reports to a range of audiences.

- Demonstrable experience of successful policy and strategy development in social, economic, environmental or transport related fields.
- Extensive experience of finding innovative solutions to economic and/or transportation challenges.
- Extensive experience of business case development for complex projects or programmes (for the transport related functions, experience of transport appraisal needed).

Financial:

© Demonstrable experience of successfully managing budgets.

- Substantial experience of managing external consultancy budgets.

Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public private sector partnership context.

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.