

ROLE PROFILE

Job Title:	Policy Assistant	Job Code:	PSC/T5
Department:	Place and Environment Policy	Version:	1.2
Reports To:	Policy Manager	Date Created:	September 2018
		Grade:	H

Is this a politically restricted Post?	Yes/ No	(*if yes, see our policy on what this means)
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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:

- Contribute to the delivery of the SEP objectives and other relevant strategies and policies through developing economic and transport solutions and initiatives by providing economic and/or transport planning advice and recommendations to the team to influence and secure investment in the city region.
- Provide administrative and technical support through the collection and analysis of data and evidence and use this to assess the costs and benefits of interventions and solutions.
Provide project management for policy projects and initiatives through effective monitoring and reporting on performance.

- © 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:

- Understand customer needs (Internal, Public, Members, Delivery Partners etc.) through analysing research and survey data, writing engagement plans and developing relationships with internal teams and external partners.
- Develop plans that establish expected results, when results will be achieved, determine priorities and agree the resources required to deliver the policy or work package.
- Secure funding by developing, or contributing to reports, business cases or through providing advice on planning applications.
- Work with the Legal, Finance and Purchasing Department(s) to procure and contract with external Suppliers and Delivery Partners including supporting negotiation of external commitments where appropriate.
- Ensure delivery of policy milestones in accordance with agreed plans, by applying WYCA's project management procedures to manage cost, time and quality within agreed tolerances, scope, risks, communications, health and safety, and change management.
- Undertake budget administration, providing assurance to the Budget Holder that processes comply with the CA's Standing Orders and Financial Regulations. Provide assurance to the Budget Holder that products have been accepted by the users, so that invoices can be paid. Provide early warning of any budget deviations, and plan corrective actions.
- Work with technical experts to develop policy solutions.
- Use transport, planning, economic or environmental models and analytical tools to assess policy and strategy options. Interrogate data and provide clear and succinct assessments to team members or to contribute to business cases for transport and economic investments.
- Undertake policy publicity and public consultation, including but not limited to updating the CA's intranet and internet pages.
- Contribute to the provision of advice to CA /Local Enterprise Partnership (LEP) Board and others, on policy and strategy issues. This includes contributing to the writing of concise reports, briefing notes and presentations.
- Provide technical advice to team members for the functional area(s) you work in (e.g. economic, planning, transport, housing, environment). Work with other internal teams (including but not limited to Delivery, Transport Operations and Economic Services) to ensure that policy objectives are aligned and delivered through scheme development and service delivery.

- © Typically works on horizons of 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 CA's Health and Safety Policy.

Impact & Influence:

- Monitor the progress and impact of the City Region interventions supported through the Hub.
- Influence peers, suppliers, operators and Partners, by sharing best practice and lessons learned.

- © 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 A-Level or equivalent relevant education/ experience.
 - © Practical experience of successfully performing in a similar role.
- Knowledge of policy and strategy development (including social, economic, environmental, transport or land use planning policies).
 - Knowledge of assessment tools used in developing economic and transport policy.
 - Knowledge of budget control processes.

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 working in partnerships (public and/or private).
 - Experience of liaising with a range of external stakeholders.
 - Experience of working with technical experts.

Technical:

- © Strong negotiation skills.
- Ability to prioritise tasks, create plans and adhere to deadlines.
 - Ability to communicate effectively and accurately to a range of audiences, using verbal and written means and a variety of media.
 - Ability to apply a wide range of procedures.
 - Ability to exercise own judgement to solve problems within own sphere of responsibility, or to escalate as appropriate.

Impact & Influence:

- Experience of supporting policy and strategy development.
- Experience of negotiating with or influencing others.

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.