

ROLE PROFILE

Job Title:	Policy and Research Adviser	Job Code:	UTG6
Department:	Urban Transport Group	Version:	1.0
Reports To:	Assistant Director	Date Created:	November 2022
		Grade:	J

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

ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

To ensure that transport plays its full part in making our city regions greener, fairer, happier, healthier and more prosperous places.

To achieve this we will:

- Make the case for urban transport, in particular for the funding and powers our members need to plan and deliver transport networks that support inclusive and sustainable growth;
- Provide thought leadership by making the connections between transport policy and wider public policy goals of city regions;
- Be the professional network for people who work in urban transport in the public sector, and save our members time and resources by accelerating the take up of best practice through sharing knowledge and expertise.



Job Overview:

- Provide a policy and research support service to the Urban Transport Group (UTG), the UK's network of city region transport authorities.

- © Take a pro-active approach to delivering UTG'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:

- Lead or act as key point of contact for allocated specialist UTG groups and work with group members to achieve the objectives of the UTG Annual Plan.
- Work collaboratively with UTG members and stakeholders.
- Track, progress and respond to requests by internal and external stakeholders in an appropriate and timely fashion.
- Manage external consultancy and research commissions, as determined by senior staff.

- © 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:

- Undertake original research projects and analysis, as determined by senior staff, with the objective of developing new insights, sharing best practice and influencing stakeholders, for example, in government departments and across the transport industry.
- Provide research and logistical support to projects led by senior staff.
- Collate, develop and publish appropriate content for briefings, blogs, opinion pieces and policy materials, with the purpose of informing and influencing key internal and external stakeholders.
- Monitor relevant information produced by key external agencies and brief colleagues and senior staff.
- Lead, manage and deliver consultation responses.
- Provide basic cover for the UTG Office Manager.

- © Typically works on horizons of up to one year, in line with the objectives set in the UTG Annual 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:

- Responsible for leading on, and developing, individual work streams to achieve the objectives set out in the UTG Annual Plan, as directed by senior staff.
- Represent the UTG at meetings and events with external stakeholders, as determined by senior staff, with the objective of promoting the work of the UTG and influencing outcomes of relevance to the UTG network. This may include representing UTG at political party conferences and parliamentary events, as well as presenting at policy conferences, workshops and other similar events.
- Independently develop expertise and knowledge on specific policy subjects in order to contribute to the overall credibility and influence of the UTG's work with internal and external stakeholders.

- © 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 or equivalent relevant education/ experience.
 - © Practical experience of successfully performing in a similar role.
 - © Experience of leading research projects.
-
- Willingness and ability to rapidly establish, grow and maintain knowledge of a wide range of transport and related policy areas (such as environment, place making, economy, health and social inclusion).
 - Experience of working in a political or policy environment.
 - Knowledge and demonstratable experience of using various social research methods.
 - Competent in the use of Microsoft packages.

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.
-
- Excellent interpersonal skills.
 - Willingness to be an effective advocate for sustainable transport policy and practice.
 - Shows a positive attitude regarding challenging objectives and demonstrates perseverance and dedication to achieving goals.
 - Ability to adapt rapidly to changing situations and priorities and able to cope with unclear situations.
 - Ability to work collaboratively and effectively share information and knowledge with others.
 - Ability to efficiently anticipate and respond to the needs of UTG's members and key stakeholders.

Technical:

- © Strong negotiation skills.
-
- Ability to assimilate and communicate often complex information clearly and with impact for a range of different audiences.
 - Experience of undertaking research, for example: carrying out literature reviews; collecting and analysing quantitative and qualitative data; and presenting and communicating results effectively both orally and in writing.
 - Experience of using analytical skills to solve problems.

- Ability to think creatively to make connections between transport and wider public policy and to explore and be open to different perspectives.
- Ability to use communication channels appropriately.
- Ability to establish clear work plans to meet requirements.
- Ability to develop and apply processes and systems.

Impact & Influence:

- Ability to communicate clearly, fluently and persuasively in writing and orally.
- Ability to work collaboratively with UTG members and stakeholders to achieve common goals.
- Awareness of political obstacles to achieving things.
- Ability to seek, share and promote expertise internally and externally.
- Effectively represent UTG at conferences, events and meetings.