

## **ROLE DESCRIPTION**

<b>Job Title</b>	Government Relations and Public Affairs Officer
<b>Salary Band</b>	SCP 27 – 32
<b>Reporting to</b>	Government Relations and Public Affairs Manager
<b>Directorate</b>	Strategic Communications and Corporate Affairs
<b>Service Area and sub area</b>	Corporate Affairs
<b>Team</b>	Government Relations and Public Affairs
<b>Political Restriction</b>	Yes

<b>1. Primary Purpose of the Post</b>
With a sound knowledge of the workings of government and parliamentary procedure, the government relations and public affairs officer will provide a timely, high-quality and professional public affairs service to deliver the Liverpool City Region Combined Authority's aims and objectives.
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Deliver public affairs campaigns on behalf of the LCRCA, in line with identified strategic objectives</li> <li>• Support the management and coordination of communication with parliamentarians and other public affairs audiences including government, principally in Westminster and Whitehall, constituent local authorities, as well as other stakeholders on a national and regional basis</li> <li>• Support the promotion of the Liverpool City Region to key audiences, including through organisation of Ministerial visits to the region</li> <li>• Support appropriate communication is undertaken with constituent local authorities to build and cement relationships</li> <li>• Develop and maintain systems to ensure that good records of meetings with stakeholders are created, available and easily accessed</li> <li>• Work with the Evidence and Intelligence team and Policy Coordination team to advise colleagues on political, policy and legislative developments in Government, Parliament, relevant think tanks and other influencers within the policy communities of relevance to the LCRCA.</li> <li>• Produce timely summaries of key developments relevant to the LCRCA, including Budget statements, White Papers, debates and committee sessions</li> <li>• Manage the production of responses to key Government department and Select Committee consultations or calls for evidence.</li> <li>• Prepare briefings for senior colleagues, including the Metro Mayor, Chief Executive and Directors for key meetings</li> <li>• Work with colleagues to draft letters on behalf of the Metro Mayor or the Chief Executive to Government and other key stakeholders</li> </ul>

- Provide specialist input to specific projects, including providing advice, developing and delivering public affairs strategies and campaigns
- Undertake horizon scanning of Parliament, and wider public debate to identify communications and lobbying opportunities
- Operate flexibly in respect of cover for all other staff in the team, to ensure service standard office hours are provided, and assist with the servicing of out of hours meetings and events.
- Participate in all aspects of training and development and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- Support the Combined Authority's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan. Due to the changing nature of the business, this job description serves as a framework to outline the main areas of responsibility at the time of writing. It is not intended to be either prescriptive or exhaustive and will inevitably change

### **3. General Corporate Responsibilities**

- Support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Promote and encourage continued improvement in service quality and efficiency.
- Participate in all aspects of training and development as directed to improve personal skills to improve effectiveness and efficiency of service delivery.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan

### **4. Recruitment Plan**

Competency Based Interview  
Assessment

## PERSON SPECIFICATION

**Job Title:** Government Relations and Public Affairs Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to at least 3 A Levels or equivalent.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of working in a public or parliamentary affairs environment	E	A,I
Experience working with or for central Government	D	A,I
Experience of building effective strategic working relationships with a wide range of stakeholders	E	A,I
Evidence of negotiating, influencing and giving advice to politicians, senior managers and partner organisations	E	A,I
Experience of operating effectively and collaboratively as part of a team	E	A,I
An extensive understanding of parliamentary procedure, legislative procedures and policy making processes - across national, regional, local and devolved government and European institutions	E	A,I
Knowledge of how Local Authorities and devolution works and the key issues facing the City Region.	E	A,I

Skills and abilities	E = Essential D = Desirable	Identified By
Strong research and analytical skills	E	A,I



A good understanding of the political and devolution policy landscape	E	A,I
Ability to prioritise and manage own workload effectively but also to be flexible and adapt/respond to emerging issues, short deadlines and other demands or challenges	E	A,I

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Good interpersonal skills with ability to act with diplomacy	E	A, I

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
An understanding of, and a personal commitment to, the Vision and Aims of Liverpool City Region Combined Authority.	D	A,I
A commitment to providing a high quality customer service and ensuring service standards are met	D	A, I
A commitment to providing a high quality customer service and ensuring service standards are met	D	A, I
Willingness to work flexibly as and when required.	E	A, I

#### **Key to Assessment Methods:**

I – Interview	A - Application
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