



ROLE DESCRIPTION

Job Title	Policy Officer
Salary Band	SCP 37 – 40
Reporting to	Senior Policy Lead
Directorate	Policy and Strategy
Team	Economy
Political Restriction	Yes

1. Primary Purpose of the Post
<ul style="list-style-type: none">• To support the delivery of a high performing policy function for the Liverpool City Region Combined Authority (LCRCA), helping identify priorities and set the strategic direction across economic policy and beyond.• To support the development of corporate and city region policies, working flexibly to respond to existing and emerging key priority areas.• To lead the development of technical input on a range of policy matters, supporting the production of key policy documents and contributing to ongoing devolution workstreams.
2. Your responsibilities
<ul style="list-style-type: none">• To contribute to economic (and wider) policy development, generating ideas and options that advance the ambitions for the Liverpool City Region.• To provide strategic expertise and policy insight to the Combined Authority, keeping abreast of local and national policy developments and informing corporate planning and priorities.• To establish and maintain strategic partnerships with key stakeholders, in particular Constituent Authorities to co-develop policy and drive collective action.• To ensure cross-thematic linkages are made with other policy areas relating to economic policy, including housing, employment and skills, transport, health policy and wider public service reform.• To support the production of key policy documents, including relevant internal and external briefings.• To work closely with the Research, Evidence and Intelligence Team to build the case for change and ensure the adoption of an evidence-based approach to policy development and design.• To work closely with the Government Relations Team, supporting timely discussions with government departments and influencing the development of national policy.

- To develop and maintain positive relationships and effective collaboration with teams across the CA to ensure collective input and ownership of LCRCA policy and priorities.

3. General Corporate Responsibilities

- To support the development of effective city region and cross-portfolio collaboration.
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- To represent the LCRCA with the Liverpool City Region public and partner organisations so as to raise the reputation of the LCRCA and promote its interests and its people.
- To advise the Senior Leadership Team, Metro Mayor and LCRCA on significant policy issues, with a particular focus on economic development.
- To contribute to the preparation of business plans and take responsibility for the achievement of specific workstreams.
- To contribute to the corporate management of strategic risks facing the LCRCA.
- To promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- To participate in training and development and to use all relevant learning opportunities to improve personal skills to improve effectiveness.

PERSON SPECIFICATION

Job Title: Policy Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree or equivalent	E	A
Professional experience of policy development including knowledge in a relevant discipline such as economic development	E	A, I
Evidence and commitment to continuous personal and professional development	D	A
Experience and knowledge	E = Essential D = Desirable	Identified By
Direct experience of successfully developing policy and strategy in a complex environment, preferably in local and/or 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.	D	A, I
Detailed understanding of relevant key government policies, priorities and policy making processes.	E	A, I
An understanding of the LCR devolution agreement, local government, central government and their respective roles and relationships.	D	A, I
Knowledge of issues, challenges and opportunities facing the Liverpool City Region or areas with similar characteristics.	D	I
A keen interest in current affairs and the ability to see bigger picture implications.	D	I



Skills and abilities	E = Essential D = Desirable	Identified By
Excellent interpersonal, public speaking and presentation skills with the ability to present complex ideas in a clear and comprehensive way.	E	A, I
Ability to write clear reports, briefings and policy documents with careful attention to detail.	E	A, I
High level of skill in strategic and analytical thinking with an ability to draw conclusions from lengthy or complex raw materials.	E	A, I
Evidence of quality, time management and organisational skills.	E	A, I
Good IT skills.	D	A

Personal Attributes	E = Essential D = Desirable	Identified By
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	I
Commitment to and understanding of equal opportunities.	D	I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Flexible approach to working hours and willingness to work flexibly as and when required.	D	I
Ability to attend meetings inside and outside the city region.	D	I

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment