

ROLE DESCRIPTION

Job Title	Principal Policy Officer Employment & Skills
Salary Band	SCP 41-43
Reporting to	Senior Policy Lead: People
Directorate	Policy & Strategy
Service Area and sub area	Policy & Strategy
Team	People Policy
Political Restriction	Yes

1. Primary Purpose of the Post
<p>To effectively contribute to the work of the People Policy team within the Policy & Strategy Directorate at the CA, helping to set the agenda for Employment and Skills policy in the Liverpool City Region. The team's work includes translating national policy into local actions and working on a range of skills policies including apprenticeships, T-Levels, NEET prevention.</p> <p>The Post Holder will be required to take on a strategic role and the management of externally funded projects and service priorities in close collaboration with key Liverpool City Region partners and institutions.</p>
2. Your responsibilities
<ul style="list-style-type: none"> • To develop, implement and evaluate areas of employment and skills policy working with internal and external partners to ensure it is grounded in evidence, and representative of the needs and opportunities within the City Region. • Responsible for the development of strategic policy areas within the City Region Policy & Strategy Team working with senior leaders in a range of City Region organisations. • Prepare and present reports to key Cabinet Boards and groups including the Combined Authority, Education, Employment and Skills Committee and elected members to secure agreement to new proposals and provide monitoring and evaluation updates • Provide advice and support to senior management on a range of strategic issues and how they impact on employment and skills delivery. • Responsible for managing complex and challenging relationships with national and local Government such as Department for Education, Department for Work and Pensions and the LCR based local authorities to reshape delivery and maximise skills and employment outcomes for local residents. • Work with stakeholders across the City Region that may include schools, education providers, community and voluntary sector organisations and other national organisations/agencies to ensure shared development and ownership of policy



developments and wider connectivity of initiatives to deliver outcomes linked to the Liverpool City Region Long-Term Skills Plan and Local Skills Improvement Plan.

- Attend internal/external meetings and forums as required and produce reports and updates
- Analyse and interpret data in order to influence current and future skills delivery

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To participate in all aspects of training and development as directed, use all relevant learning opportunities to improve personal skills and to improve the effectiveness and efficiency of IT services.
- To contribute towards achieving corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to equal opportunities is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.
- Ensure all work complies with statutory requirements and with the Constitution of the LCRCA, including Standing Orders and Financial Regulations of the Combined Authority.

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.

This job description is not intended to be prescriptive or exhaustive and is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

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Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree Level Qualification or equivalent	E	A
Evidence and commitment to continuous personal and professional development.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
An understanding of key economic development and employment and skills opportunities and policies	E	A,I
A good working knowledge of local and national skills and employment policy, funding streams and associated reporting and the benefits of the system.	E	A,I
Experience of delivering skills and employment programmes in a political environment, including delivery through multiple third parties and contract management	E	A, I
Excellent interpersonal skills and a proven ability to work across partner organisations and work strategically to achieve outcomes	E	A, I
High-level report writing, exceptional influencing and presentational skills	E	A, I
Ability to understand and interpret national and local policy and identify opportunities for innovation	E	A, I
Experience of working effectively with performance management data	E	A,I
Staff management and supervisory experience	D	A,I
Experience of managing public sector funding budgets	D	A, I
Track record of delivery of initiatives, services or projects, particularly in employment and skills	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
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Ability to translate financial, commercial, operational and regulatory complexities into a robust project analysis and to act on that analysis	E	A, I
Excellent interpersonal skills and a proven ability to work across partner organisations and work strategically to achieve outcomes	E	A, I
A track record of turning policy into action	E	A, I
Ability to manage a complex workload with competing demands	E	A, I
Demonstrable impact of effective stakeholder engagement	D	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Excellent IT skills with proven ability in Microsoft Office products	E	A, I
High level of communication skills – written, oral and presentational	E	I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and work to deadlines; strong time management skills are essential.	E	A / I
Evidence and commitment to continuous personal and professional development	E	A / I

Key to Assessment Methods:

A - Application
I – Interview