

JOB DESCRIPTION

Job Title	Senior Policy Lead - People
Salary Band	SCP 51 - 55
Reporting To	Assistant Director – Policy & Strategy
Political Restriction	Yes

1. Primary Purpose of the Post

To lead the Combined Authority's activity in developing people-focused policy for the Liverpool City Region, identifying priorities and setting the strategic direction across key policy areas including employment, skills, health and wellbeing.

Working with constituent Local Authorities, public and private sector and other stakeholders, this post is responsible for the translation of intelligence into firm policy priorities and interventions, informing the focus of LCRCA investment and delivery activities.

Leading a team of Lead Officers to ensure effective and efficient delivery of strategic priorities through collaborative working and policy coordination, this role is essential in delivering key corporate plan and manifesto commitments.

2. Key Role Specific Responsibilities

- To drive policy and strategy across a number of key policy areas with the aim of improving the skills, wellbeing and life chances of residents across the City Region
- To provide high quality, technical policy input across a range of people-focused areas including employment, skills, health and wellbeing, producing and maintaining relevant policy documents within the Policy Hierarchy
- To develop and maintain collaborative working to ensure cross-policy development, working closely with other Senior Policy Officers to direct resources flexibly and in line with current and new priorities
- To provide advice to the Combined Authority on important and sensitive matters, suggesting policy options and resolving conflicting priorities or approaches
- To provide strategic expertise and guidance to the Executive Leadership Team on policy and strategy decisions, informing corporate planning and priorities.
- To support the development of a strong devolution proposition aimed at securing additional responsibilities and funding for the City Region
- To support the Assistant Director – Policy & Strategy on wider policy agendas including Levelling Up and Public Service Reform
- To identify new and emerging policy areas, recommending organisational policy changes, prioritising resources and workloads in line with corporate priorities and risk
- To be responsible for delegated financial budgets and resources, ensuring they are effectively managed, demonstrating value for money and compliance with relevant policies and guidelines

- To establish and convene strategic partnerships with key stakeholders, in particular Constituent Authorities to co-develop policy and drive collective action
- To engage and build mutually beneficial relationships across MCA networks, collectively driving forward the devolution agenda, ensuring the priorities of LCR are considered and reflected
- To facilitate the Combined Authority's governance processes, ensuring effective and timely engagement and briefing of LA Chief Executives, Leaders and Mayors to gain consensus and support
- To effectively support the Portfolio Lead for Employment and Skills and associated sub-groups, including the Employment & Skills Board
- To facilitate the LCRCA People Delivery Board, providing strategic input to the prioritisation, development and delivery of the People Pipeline
- 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. In particular, working closely with the Head of Programmes to shape the delivery and impact of devolved skills programmes

3. General Corporate Responsibilities

- To provide leadership to the organisation as an effective member of the PSGR Directorate Management Team
- 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 provide strong budget management, ensuring resource prioritisation, impact and value for money
- To contribute to the preparation of business plans and take responsibility for the achievement of specific workstreams
- To provide leadership by communicating the vision and interpreting and providing direction for policies, standards and systems
- 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

General Managerial Responsibilities

- To lead a People Policy Cluster to develop a performance-driven culture through the accountability of the officers allocating resources, managing risks, monitoring and review and providing leadership and inspiration to deliver service excellence
- To share and communicate a clear understanding of the LCRCA priorities across the Team and wider Directorate.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Recruit, select, appraise and develop staff in accordance with the LCRCA's policies and procedures.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.

- Develop the LCRCA's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Maximise the private sector venture, business and other funding to the City Region, relevant to the portfolio
- Support the scrutiny process established by the LCRCA
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- Promote the work of the LCRCA and LCR locally and nationally.
- Support the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility and will be kept under review.

PERSON SPECIFICATION

SERVICE AREA: Liverpool City Region Combined Authority
Policy, Strategy and Government Relations
Directorate

JOB TITLE: Senior Policy Lead – People

GRADE: (SCP51-55)

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	1. Degree or equivalent* 2. Evidence and commitment to continuous personal and professional development.	A A
Experience	3. Record of achievement in a similar role, of operating in a complex policy environment, preferably in local and/or central government or relevant policy body/agency* 4. Demonstrable experience of developing people-focused policy or strategy or leading work on a similar policy area* 5. Experience of leading teams, providing direction and managing performance * 6. Experience of operating effectively and collaboratively as part of a senior team* 7. Experience of building effective strategic working relationships with a wide range of stakeholders* 8. Evidence of negotiating, influencing and giving advice to politicians, senior managers and partner organisations 9. Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice	A, I A, I A, I A, I A, I A, I
Knowledge	10. Detailed understanding of relevant key government policies, priorities and policy making processes* 11. An understanding of the LCR devolution agreement, local government, central government and their respective roles and relationships 12. Demonstrable knowledge and understanding of the Liverpool City Region's people-focused priorities, with in-	A, I A, I A, I

	CRITERIA	METHODS OF ASSESSMENT
	depth knowledge of a relevant policy area such as employment, skills or population health*	
Skills/Abilities	13. Ability to lead, inspire and motivate others within a culture of proactive delivery and continuous improvement. 14. Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders* 15. Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way. 16. Ability to build and develop teams, with the skills to listen, negotiate and encourage good working relationships and collaboration within and across teams; 17. Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines. 18. Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes* 19. High level of skill in strategic and analytical thinking with an ability to make effective, critical decisions	A, I A, I A, I A, I A, I A, I
Commitment	20. An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority. 21. A commitment to providing a high-quality customer service and ensuring service standards are met 22. Commitment to and understanding of equal opportunities	
Other	23. Knowledge of the key issues facing the City Region 24. Flexible approach to working hours and willingness to work flexibly as and when required. 25. Evidence of quality, time management and organisational skills 26. Ability to attend meetings inside and outside the city region	

Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC – Assessment