

## **ROLE DESCRIPTION**

<b>Job Title</b>	Government Relations and Public Affairs Officer
<b>Salary Band</b>	SCP 27 – 32
<b>Reporting to</b>	Director of Communications and Public Affairs
<b>Directorate</b>	Policy, Strategy and Government Relations
<b>Service Area and sub area</b>	Government Relations
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
<p>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.</p>
<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> </ul>



- Prepare briefings for senior colleagues, including the Metro Mayor, Chief Executive and Directors for key meetings
- Work with colleagues to draft letters on behalf of the Metro Mayor or the Chief Executive to Government and other key stakeholders
- 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.

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

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

#### **Key words:**

Government Relations



## PERSON SPECIFICATION

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

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Good standard of education- A Levels or equivalent	D	A, I

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

Skills and abilities	E = Essential D = Desirable	Identified By
An extensive understanding of parliamentary procedure, legislative procedures and policy making processes - across national, regional, local and devolved government and European institutions	D	A, I
Excellent communication skills, both verbal and written	D	I
Excellent political awareness and keen interest in politics	D	I
Strong research and analytical skills	D	A, I
A good understanding of the political and devolution policy landscape	D	A, I
Good interpersonal skills with ability to act with diplomacy	D	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	<b>D</b>	<b>A, I</b>
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<b>Personal Attributes</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.	<b>D</b>	<b>I</b>
A commitment to providing a high-quality customer service and ensuring service standards are met	<b>E</b>	<b>A, I</b>
Commitment to and understanding of equal opportunities	<b>E</b>	<b>A, I</b>
Knowledge of how Local Authorities and devolution works and the key issues facing the City Region	<b>E</b>	<b>I</b>
Willingness to work flexibly as and when required.	<b>E</b>	<b>I</b>

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

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