

ROLE DESCRIPTION

Job Title	Corporate Affairs Manager
Salary Band	SCP 44-50
Reporting to	Head of Corporate Affairs
Directorate	Strategic Communications and Corporate Affairs
Service Area and sub area	Corporate Affairs
Team	Responsible for Government Relations & Public Affairs Officers
Political Restriction	Yes

1. Primary Purpose of the Post
With a sound knowledge of the workings of government and parliamentary procedure, the Corporate Affairs Manager will manage a team of officers to ensure the provision of a timely, high-quality and professional public affairs service to deliver the Liverpool City Region Combined Authority's aims and objectives.
2. Your responsibilities
• Working with the Head of Service, ensure the efficient and effective operation of the Corporate Affairs team, including day to day line management of staff and determination of work programmes. • Working with colleagues across the LCRCA, develop submissions to Government in advance of key Parliamentary events and publications, such as the annual budget, comprehensive spending reviews and crucial white papers • Working with the Head of Service, develop public affairs campaigns on behalf of the LCRCA, in line with identified strategic objectives • Support the promotion of the Liverpool City Region to key audiences, including through organisation of Ministerial visits to the region • Manage the team to ensure support for 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 • Ensure appropriate communication is undertaken with constituent local authorities to build and cement relationships • Develop and maintain systems to ensure that good records of meetings with stakeholders are kept, and actions are followed up efficiently and effectively • Manage the process which supports 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.



- Ensure production of timely summaries of key developments relevant to the LCRCA, including Budget statements, White Papers, debates and committee sessions
- Identify opportunities for, and ensure the production of, responses to key Government department and Select Committee consultations or calls for evidence.
- Ensure production of briefings for senior colleagues, including the Metro Mayor, Chief Executive and Directors, for key meetings as required
- Manage the team's workload in drafting letters on behalf of the Mayor or the Chief Executive, to Government and other key stakeholders
- Provide analytical support to the public affairs and government relations team, including collating data on parliamentary/public affairs activity
- 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: Corporate Affairs Manager

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

Experience and knowledge	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	E	A,I
Excellent political awareness and keen interest in politics	D	A,I
A good understanding of the political and devolution policy landscape	E	A,I
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	D	A,I
Knowledge of how Local Authorities and devolution works and the key issues facing the City Region.	D	A,I



Skills and abilities	E = Essential D = Desirable	Identified By
Excellent communication skills, both verbal and written	E	I
Strong research and analytical skills	E	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	I

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

Core Behavioural Competencies	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	A,I
Willingness to work flexibly as and when required.	D	A,I
Commitment to and understanding of equal opportunities	D	A,I

Key to Assessment Methods:

I – Interview	A - Application
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