

Job Description

Post Title: Policy and Public Affairs Intern

Directorate: Strategy, Economy and Net Zero

Reports to: Public Affairs and Stakeholder Relations Executive

Direct Reports: 0

Role Purpose

Support the Policy and Public Affairs team by contributing to the implementation of the Devolution Deal, crafting and communicating policy, and fostering relationships at regional and national levels.

Key responsibilities

- Aid communication with decision-makers, researching pertinent topics, and advocating for the West Midlands.
- Draft communications to political stakeholders and produce briefing materials for internal and external meetings.
- Support the organisation of public affairs events, including roundtables and receptions.
- Represent WMCA at internal and external meetings, seminars, and conferences – both alongside colleagues and occasionally independently.
- Support the team with organising events and meetings.
- Support the team to deliver campaigns according to client objectives.
- Support team members with administrative tasks.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App *	Int **	Other ***
Evidence of creating communication materials whether through study or personal work and communicating effectively and concisely both verbally and in writing	*			*	
Evidence of working as part of a team to produce demonstrable outputs	*			*	
Skills/Knowledge/Abilities	E	D	App *	Int **	Other ***
Able to convey messages clearly and concisely to intended audience, demonstrating creativity in approaches.	*		*	*	
Ability to communicate effectively in writing and verbally, and through presenting to others	*		*	*	
Ability to manage and prioritise own workload, with assistance from senior colleagues, while working as part of a team.	*			*	

Desire to learn and develop new skills and knowledge	*		*	*	
Interpersonal skills appropriate to working with a variety of public and private stakeholders.	*			*	
Intermediate level in MS Office applications including the ability to write and edit reports and presentations		*		*	
A passion for the West Midlands	*		*	*	
Qualifications/ Professional Memberships	E	D	App *	Int **	Other ***
GCSE (or equivalent) in English and Maths to Grade 4 or above	*		*		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	‘One Organisation’ Mindset	Believe in each other’s expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of

the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.