



Job Description

Job Title:	Policy Manager – High Growth Clusters (x3)
Directorate/Team:	Strategy, Economy & Net Zero Directorate / Economy Team
Location:	16 Summer Lane based, with hybrid/travel across the region
Responsible to:	Head of Economic Development and Delivery
Responsible for:	n/a
Key working relationships: (internal)	WMCA Strategy & Policy Team; Directors of Economy and Growth; Mayor’s & Chief Executive’s Offices; West Midlands Growth Company
Key working relationships: (external)	Cluster bodies and industry groups; DBT, DSIT, HMT, OLS; universities; Local authorities.

Purpose of the Posts (x3)

As part of the WM Growth Plan, the region has committed to grow and develop five high growth potential clusters, maximising their potential for the benefit of firms and residents in the West Midlands by increasing firm level productivity and creating the high value jobs of the future. These clusters are complemented by a pan-Midlands commitment to develop a similar plan for defence, which one of these roles will also contribute towards.

The purpose of these posts is to lead on development of policy-led cluster growth plans. These plans will describe how innovation, skills, supply-chain, energy and international interventions spur additional growth alongside industry-specific support through national sector plans. These West Midlands Cluster plans will be owned by business-led groups, working alongside universities, colleges and the public sector. They will build on and complement existing Cluster inward investment strategies to drive forward the parts of the economy with highest growth potential.

The impact of this engagement will form part of the region’s storytelling of a leading region, focused and effective in delivering its shared priorities.

Accountabilities

Each role will lead and co-ordinate a framework of senior and regular engagement on issues of mutual interest within the context of the West Midlands Growth Plan high growth cluster approach across industry, cluster bodies, WMCA, universities, local authorities and the West Midlands Growth Company. This will be at levels of seniority spanning from Mayoral/Chief Executive to operational levels across a wide variety of organisations with different working practices and cultures.

The Policy Managers will work as part of the wider Economy policy & strategy team to advise and support senior leaders in the WMCA, partner authorities, industry bodies and the West Midlands Growth Company by undertaking policy research, analysis and intervention design.

Reporting on the progress and outcomes of critical projects which are in planning and delivery.

The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

Responsibilities

Strategic

- Lead and contribute to policy development around productivity and growth with a focus on maximising the growth potential of key high growth clusters in the region.
- Provide research, intelligence and insight to help inform and implement priorities within the West Midlands Growth Plan and wider mayoral priorities.
- Lead the development of cluster-based growth plans, setting out what WMCA seeks to achieve through directly commissioned activity and its levers of influence, and how impact will be evaluated.
- Lead and undertake research and policy development to help inform the rationale and evidence to make the case for wider economic development devolution and co-commissioning with a particular focus on influencing national policy and programme design.
- Provide policy leadership and input for new WMCA and partner-led programmes, including contributing to pilot design and leading bids for new funding.
- Provide high quality written and oral briefings, policy advice and reports for a range of internal and external stakeholders, including central government.
- Provide meeting management and secretariat functions for key meetings, working groups and commissions – particularly industry-led Boards.
- Establish, develop and maintain strong relationships with key stakeholders, particularly with local authorities, universities, employers and business representative organisations, and
- Represent WMCA at external events and meetings, often with individuals at operating a substantially higher level of organisational responsibility than the postholder.
- Areas of personal leadership might include:
 - Policy leadership in one or more high growth cluster areas

People

- Acting as a key point of liaison for cluster bodies, universities, industry into WMCA economic policy and strategy activities.
- Maintaining strong links with the WMGC, wider Policy & Strategy teams across WMCA, the WMCA's Research and Intelligence Community of Practice and related groups by identifying issues in papers which have strategic policy implications and ensure these are actioned or escalated in line with significance.

Operational

- Representing WMCA at external events and meetings. Where necessary, deputise for senior WMCA officers including on Economic Strategy, Business Innovation, Skills and Development in discussions related to high growth clusters the West Midlands Growth Plan.
- Lead activities within and across WMCA officers, including:
 - Management of relevant business planning, procurement, programme development, and informing project delivery.
 - Establish key working groups related to high growth cluster priorities, managing secretariat functions for key meetings, working groups and commissions.
 - Building and maintain key stakeholder relationships, including distilling key messages for political figures.
 - Working closely with the communications team in WMGC and WMCA to enhance profile of high growth clusters and access to its resources including liaising with key partners.

Financial

- None

Other

- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience					
Track record in developing impactful multi-organisation partnerships	X		X	X	
Significant experience of using research and analysis to inform economic policy and strategy development and advice to senior executives and politicians	X		X		
Experience of establishing practical ways of working in partnership and introducing new practices that help to achieve joint aims	X		X	X	
Experience of working with business leaders to understand key drivers, benefits, and opportunities, and collaborate to develop interventions and support	X			X	
Experience of designing programmes, engaging with stakeholders and delivery partners to agree decisions and actions, mitigate barriers to delivery, negotiate best outcomes, and evidence outcomes	X		X	X	X
Experience of research and gathering intelligence to produce policy briefings and reports which assess evidence and causal links	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Excellent knowledge of one or more high growth clusters, the priorities for those clusters for inclusive growth and their specific challenges.	X		X	X	X
Understanding of role of Government departments, agencies, public bodies, and public research institutions, and the dynamic of their relationships with the WMCA in relation to current and future devolved priorities		X		X	
Excellent written skills, with the ability to present information succinctly in a creative, clear and engaging way to a range of audiences	X		X		
Excellent oral and influencing skills, with the ability to give clear advice on issues	X		X	X	X
Proven ability to build and maintain strong internal and external stakeholder relationships	X			X	
Acts in a collegiate and collaborative style that engages with people at all levels and promotes positive relationships	X		X		
Evidence of creativity in driving programmes forward by bringing or seeking new perspectives		X	X	X	
Awareness of the role of Combined Authorities and their relationships with regional partners and Government departments and agencies		X	X	X	
Qualification / Education / Training	E	D	A*	I*	T*
Relevant degree or comparable experience	X		X		

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing 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, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

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 Focussed	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.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family