



## Job Description

<b>Job Title:</b>	Graduate Policy Officer
<b>Directorate/Team:</b>	Employment, Skills, Health and Communities
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Policy Manager (Insights)
<b>Responsible for:</b>	No direct reports
<b>Key working relationships:</b> (internal)	This postholder will develop key relationships across the organisation to support in the provision of key programmes or services for the Insights and Intelligence team, principally working with ESHC directorate.
<b>Key working relationships:</b> (external)	Supporting the team through engagements with national, regional and local government, research bodies and thinktanks, education providers, employers and sector cluster bodies.

### Purpose of the Post

The WMCA Graduate Development Programme is a structured early careers pathway designed to develop the next generation of public sector leaders. Regardless of the directorate or discipline you join, all graduates benefit from a development framework, including a structured development programme, mentoring, peer cohort activity, and regular touchpoints to support your growth throughout the scheme.

This role sits within that programme and will be based within the Insights and Intelligence team that is part of the Employment, Skills, Health and Communities Directorate. You will gain real-world experience contributing to work that matters, while building skills, knowledge and professional networks.

### Accountabilities

- Support with undertaking research and analysis to inform employment and skills policy and programme development, drawing on actionable insights from a range of internal and external information sources.
- Contribute to operational effectiveness by undertaking administrative and coordination tasks with increasing independence.
- Fully engage in structured training and development activities, completing all graduate scheme requirements and learning objectives.
- Demonstrate professionalism, intellectual curiosity, and a proactive approach to continuous improvement.
- Maintain confidentiality and integrity in handling sensitive information.
- Uphold organisational values and maintain confidentiality in all aspects of work.

### Responsibilities

#### Strategic

- Assist in the development and production of high-quality policy briefings, reports, governance papers and presentations by gathering data, insights and stakeholder input.
- Contribute to horizon scanning and research activities that informs long-term planning, innovation and policy development.
- Participate in cross-departmental initiatives, such as producing regular directorate insights briefings, that align with organisational or ESHC related priorities such as the Employment and Skills Strategy, West Midlands Works, and the WM Growth Plan.
- Support with policy projects and help track progress against strategic objectives.
- Work flexibly and with integrity to meet the needs of the WMCA and the ESHC Insights and Intelligence function.

People
<ul style="list-style-type: none"> <li>• Build collaborative relationships with colleagues, mentors, and managers across the organisation.</li> <li>• Work collaboratively to achieve the benefits of change and where needed resolving problems to meet customer/stakeholder expectations to time and within cost constraints.</li> <li>• Regularly engage with mentors or supervisors to gain insights to help support your development and improve your performance.</li> <li>• Actively contribute to team meetings and contribute to a positive, inclusive working environment.</li> <li>• Refine communication, leadership, and interpersonal skills through feedback and real-world application.</li> <li>• Represent the organisation professionally when interacting with internal / external partners, stakeholders or members of the public.</li> </ul>
Operational
<ul style="list-style-type: none"> <li>• Apply the Directorate's or organisation's procedures or practices to deliver high-quality outputs within requested parameters.</li> <li>• Coordinate and support meetings, workshops, and events, ensuring smooth logistics and effective follow-up.</li> <li>• Provide timely and accurate information to support team decision-making and service delivery.</li> <li>• Participate in advanced training, shadowing, and professional development to deepen subject matter expertise.</li> <li>• Use digital tools and systems to manage complex tasks, workflows, and collaborative projects.</li> <li>• Maintain and improve records, databases, and documentation to meet the Directorate's and organisation's procedures or process standards.</li> <li>• Assist in the preparation of committee papers, briefings, reports, presentations, and communications (including letters and electronic mail) tailored to internal and external audiences.</li> <li>• Contribute to projects and programmes, demonstrating initiative and applying professional judgement. Where needed, seek out support to help with understanding.</li> <li>• Respond to enquiries and requests from colleagues and stakeholders in a timely and professional manner, resolving issues where required and / or escalating issues for resolution.</li> <li>• Support the development of operational plans and contribute ideas for future activities or improvements.</li> <li>• Maintain logs of your work, including progress reports, learning outcomes, and/or any required documentation as required as part of learning. Proactively identify further areas for development.</li> </ul>
Financial
<ul style="list-style-type: none"> <li>• Support financial processes including purchase orders, expense tracking, and invoice management with accuracy and accountability.</li> <li>• Contribute to budgeting, financial planning, and value-for-money processes through analysis and stakeholder engagement, developing knowledge through shadowing and training.</li> <li>• Ensure accuracy and attention to detail when handling financial data or documents.</li> <li>• Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.</li> </ul>
Other
<ul style="list-style-type: none"> <li>• Complete all graduate scheme modules and assessments within agreed timeframes.</li> <li>• Uphold the organisation's values: collaborative, inclusive, innovative and driven.</li> <li>• Take part in internal development programmes, networking events, and mentoring opportunities as required.</li> <li>• Represent the WMCA in a professional manner.</li> <li>• Carry out any other duties reasonably required to support the team and enhance learning, commensurate with the scope and level of the role.</li> </ul>

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience working in a team environment (e.g. university, volunteering, part-time job)	x		x	x	
Experience supporting projects or events	x			x	
Confident in using Microsoft Office (Word, Excel, Outlook)	x		x	x	x

<b>Skills / Knowledge</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
The ability to work well with others, showing awareness of diversity, emotional intelligence, and political sensitivity.	x		x	x	
Able to communicate clearly and confidently, adapting style to suit different audiences and put ideas across effectively.	x		x	x	
Able to manage time and priorities to meet goals and support change.	x		x	x	
The ability to act on own initiative and take responsibility for decisions to achieve results.	x		x	x	
The ability to use creativity and analysis to problem solve and find cost-effective solutions.	x		x	x	
Able to actively pursue learning and development, showing resilience and a positive attitude to change and setbacks.	x		x	x	
An understanding of the role of a combined authority in shaping and delivering strategic services and fostering regional growth.	x		x	x	
Ability to work effectively in a hybrid environment, combining remote and office-based work.	x		x	x	
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Willingness to complete a graduate scheme	x			x	x
A minimum 2:2 undergraduate degree in any subject, gained within the last 5 years (or other level 6 qualification)	x		x		
Evidence of ongoing personal or professional development		x	x		

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

<b>Core Expectations</b>	
<b>Health, Safety &amp; Wellbeing</b>	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.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	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.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Matrix Working</b>	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
<b>Business Continuity</b>	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
<b>Other</b>	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.

<b>Values</b>	
<b>Collaborative</b>	

	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.
<b>Inclusive</b>	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
<b>Innovative</b>	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
<b>Driven</b>	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.
Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.	

### Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
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
<b>Position Reference</b>			