

Job Description

Job Title:	Senior Policy Officer - Spatial Planning (Housing)
Directorate/Team:	Housing Property and Regeneration
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Policy
Responsible for:	
Key working relationships: (internal)	Policy and Planning team, all thematic group teams in all directorates, Enabling services (legal finance procurement & comms)
Key working relationships: (external)	SDS Coordinating Groups and Thematic Groups, Development Needs Group, PAS/LGA, MHCLG, professional associations

Purpose of the Post

To lead development of housing policy development and digital initiatives at the Spatial Development Strategy, and to contribute to evidence gathering, engagement, plan preparation, and the establishment of a development management function.

Accountabilities

Provision of expert planning policy advice and support as necessary to partner local authorities so as to achieve alignment of local plans and the SDS to facilitate delivery of new homes, jobs and infrastructure.

Deliver comprehensive policy advice and contribute towards briefings to Mayor, CA Leaders and the CA's senior team on planning, housing, regeneration, economic development, investment and infrastructure, and other matters; Represent the CA's interests and present the work of the Team at key external events and in negotiations with Central Government.

Responsibilities

Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and its emerging Spatial Planning function
- To realise other WMCA strategies in delivery of the SDS, including the WM Growth Plan, Local Transport Plan, Local Nature Recovery Strategy and others
- Lead engagement on key evidence base commissions, including housing capacity studies, digital and planning tech initiatives
- Manage and coordinate input into the business plan providing a comprehensive view of the programme and deliverables

People

- Assist team members and partners with administrative tasks related to activities, projects, and programmes. coordination of diaries, scheduling of meetings
- Establish and maintain effective working relationships with all departments.
- Liaise with external stakeholders to provide accurate information for internal and external monthly reporting

Operational

- To oversee development of SDS master documents
- To manage 2 or more SDS thematic groups, and support Coordination group activities
- To manage evidence base commissions

Financial
- Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities. - Handle queries and issues related to procurement, invoices, and financial processes.
Other
- Represent the WMCA in a professional manner. - 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?		
Experience	E	D	A*	I*	T*
Must have a strong professional background in planning policy formulation and implementation covering housing growth, regeneration, economic development, investment and infrastructure.	X		X	X	
Experience of managing a key planning policy document from concept through to adoption, including relevant consultation and evidence;	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
An ability to deliver accurate information and advice when working at pace in a pressurised political environment, working to challenging deadlines;	X		X	X	
A self-starter capable of working on your own initiative; must be an innovator	X		X	X	
Demonstrate a delivery-focused approach in the creation of policy documents and strategic plans;	X		X	X	
Managing key planning policy documents from concept through to adoption, including relevant consultation and evidence	X		X	X	
Strong problem solving, facilitation and mediation skills, working collaboratively both within an organisation and with a wide range of external partners;	X		X	X	
Excellent analytical skills, with the ability to quickly synthesise and critically appraise detailed evidence reports and intelligence;	X		X	X	
Strong presentation skills – especially the ability to present complex planning, housing and regeneration issues to different audiences in a simple and clear manner;	X			X	
Political awareness, and able to exercise judgement as to when to deliver constructive challenge;	X		X	X	
Negotiation, influencing and collaboration skills to deliver change and influence key stakeholders;	X		X	X	
Experience of working at the interface between central and local government.		X	X	X	
Proficient in MS Office applications and similar software	X		X	X	
A team player who embraces personal responsibility – demonstrating a strong drive to deliver individually and together	X		X	X	
Qualification / Education / Training	E	D	A*	I*	T*
Educated to degree level or equivalent with appropriate professional membership such as MRTPI or other professional body relevant to the role; and a minimum of 3 years post qualification 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 ☐	No ☒	Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family

