

## **Job Description**

**Post Title:** Senior Policy Officer, University Partnerships

**Directorate:** Strategy, Economy and Net Zero

**Reports to:** Policy Manager (Innovation)

**Direct Reports:** 0

**Key Relationships:** Economic Growth Board, Innovation Board, Directors of Economic Development, Department for Science, Innovation and Technology, Universities West Midlands, West Midlands Combined Universities, Midlands Innovate, Midlands Enterprise

### **Role Purpose**

Working as part of the economic policy team to advise and support senior leaders in the WMCA and partner authorities by undertaking policy research, analysis and delivery to deepen collective and individual partnerships with universities.

Working with university leaders to co-design a framework that strengthens links between the WMCA and university leaders across the West Midlands CA area. Complementing formal governance like the Economic Growth Board, Innovation Board and Investment Board, the framework will cover support for a tempo of meetings of senior leaders to address issues of mutual interest. The framework will include a programme of foresighting work undertaken with universities along with activities that show the programme's impact.

### **Responsibilities**

- Providing leadership and co-ordination of programme across the WMCA to engage with leaders of universities, local authorities and the West Midlands Growth Company to set a framework of senior and regular engagement on issues of mutual interest.
- Develop and manage a foresighting programme that harnesses leading regional academics and their wider networks to identify evidence-based solutions to medium-term regional policy priorities. This means working collaboratively with partners on shared policy research including evidence reviews and evaluations.
- Acting as a key point of liaison for regional universities into WMCA activities, securing high quality and timely solutions for senior stakeholders. This will include working across the WMCA, including Strategy & Economy, Mayor's Office, Chief Execs' Office, West Midlands Growth Company and local authority contacts.
- Where necessary, managing secretariat functions for key meetings, working groups and commissions, working with teams across universities and the WMCA.
- Maintaining strong links with the Economic Growth Board, Innovation Board, Business Insights Forum, 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

- Representing WMCA at external events and meetings.
- Providing management and delivery of related business planning, procurement, programme development, and project delivery roles.
- Leading on establishing key working groups within and across Combined Authorities, including with key external partners, and ensure smooth running of working groups, and any other relevant groups through effective senior stakeholder management.
- Reporting regularly on the progress and outcomes of critical projects which are in planning and delivery at project reviews, associated meetings and working groups
- Building and maintain key stakeholder relationships throughout the programme, including distilling key messages for political figures.
- Working closely with the communications team to enhance programme profile and access to its resources including liaising with key partners
- 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

## Person Specification

Please specify (X) whether the experience required is Essential (E) or Desirable (D)			Assessment Method		
Experience	E	D	App*	Int**	Other***
Track record in developing impactful multi-organisation partnerships	X		X	X	
Successful track record of using research and analysis to inform policy and strategy development and advice to senior executives and politicians	X		X		
Excellent knowledge of universities, including income for research and enterprise activities, and a wider awareness of their priorities for regional impact	X			X	
Proven experience to translate strategic priorities into practical ways of working, including introducing new ways of doing things	X		X	X	
Experience of engaging with members of the public for research and insight purposes and/or commissioning agencies to gather public opinion/ citizens panels insights		X	X		
Experience of research and gathering intelligence to produce policy briefings and reports which assess evidence and causal links	X		X		
Skills/Knowledge/Abilities	E	D	App	Int	Other
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	
Proven ability to build and maintain strong internal and external stakeholder relationships	X			X	
Understanding of the internal dynamics and funding flows of universities and ability to influence and persuade senior university executives		X	X		
Acts in a collegiate and collaborative style that engages with people at all levels and promotes positive relationship	X		X		
Evidence of creativity in driving programmes forward by bringing or seeking new perspectives		X	X		
Awareness of the role of Combined Authorities and their relationships with regional partners and Government departments and agencies		X	X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Relevant degree or comparable experience	E		x	x	

\* 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