

MIDLANDS CONNECT JOB DESCRIPTION

Post Title	Strategy and Policy Officer
Reporting to	Policy Lead
Team	Strategy and Policy
Direct Reports	0

ROLE PURPOSE

The Strategy and Policy Officer is based within the Strategy and Policy Team at Midlands Connect (MC). This is a newly established team which is responsible for overseeing the direction and delivery of our Transport Strategy and associated delivery Plan, building our regional evidence base and developing new thinking and planning.

At the heart of our work is the need to decarbonise our transport systems at the same time as supporting economic growth and levelling up. This is an exciting time to be joining the team as we begin to lay the groundwork for developing a new transport strategy for the region and continue to address these challenges. The postholder will be a central part of the team taking forward our new transport strategy as well as ensuring the organisation keeps up to date with the latest thinking and research, providing the opportunity to shape emerging policy and direction regionally and nationally.

The postholder also has the opportunity to engage with local transport authorities across the Midlands region as well as with key national bodies such as National Highways, Network Rail, Great British Railways and the National Infrastructure Commission.

ACCOUNTABILITIES

- Ensure cross-cutting policy & strategy input required to meet the needs of MC and its partners, continually reflecting changing requirements and external context.
- Support the Head of Policy and the Head of Strategy in the MC Transport Strategy development programme and associated Strategic Transport Plan to ensure the timely delivery of all required updates, additions and enhancements.
- Develop positive working relationships with other MC functions and with MC partners.
- research, review and analyse evidence from a wide range of sources in order to inform policy and strategy proposals.
- Produce written reports, policy options and recommendation papers, policy documents, impact assessments and department papers as required.

RESPONSIBILITIES

The primary responsibilities of the role will be to:

- Support the development and delivery of policy and research projects within the Policy and Strategy team and wider technical programme as required.
- Undertake research and analysis to inform strategy, policy development and monitoring and evaluation.
- Maintain an overview of the policies, research, legislation and positioning across transport and related sectors, considering the implications for Midlands Connect.

- Produce briefing notes, presentations, and research documents to inform and support discussions related to local, regional, and national transport strategy issues.
- Prepare, or support the development of, robust and timely consultation responses to consultations from local government, UK government departments and relevant industry sectors such as Network Rail and National Highways.
- Support the team to share information with the Midlands Connect partnership through the Centre of Excellence platform for example by translating technical work into appropriate content for non-technical transport staff.
- Work with teams across the Midlands Connect partnership to keep up to date with progress in areas such as Local Plans and Local Transport Plans, Local Economic strategies and decarbonisation plans to both understand their outcomes and ensure policy alignment.
- Represent Midlands Connect at events and meetings as well as working with the Stakeholder manager to ensure we are engaging with the right people.
- Forge strong and positive working relationships with internal and external colleagues at all levels.
- Communicate, influence and negotiate effectively with partners to help develop approaches to emerging transport and wider policy needs.
- Actively work with key stakeholders and colleagues to create an environment that promotes continuous service improvement and innovation.
- Nurture partnership-based relationships and lead the promotion of shared and common goals acting with transparency, honesty and respect.

KEY RELATIONSHIPS

Midlands Connect internal stakeholders, policy officer level staff within Local Authorities and across key national agencies.

PERSONAL SPECIFICATION

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other*
Experience of working as part of a delivery team in a public policy role.	X		*	**	
An understanding of the national, regional and local policy context in which Midlands Connect works.		X		**	
Experience of producing clear, detailed reports and briefing papers to a variety of audiences.		X	*		
An understanding of policy development and how to work with stakeholders to deliver change.	X		*	**	
Experience of being able to deliver accurate information and advice to challenging deadlines.	X		*	**	
Experience of being able to distil complex and lengthy documents in a format that is appropriate for different audiences and enables them to understand the issues.	X		*	**	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Excellent writing and presentation skills.	X		*		
An interest in policy and bringing about change.	X			**	

Able to work collaboratively with various stakeholders tactfully and respectfully.	X			**	
Demonstrates capability of managing own workload; can make informed decisions autonomously when required	X			**	
Good communication and inter-personal skills.	X		*	**	
Good analytical and problem-solving skills	X			**	
Experience of working in and with multi-disciplinary teams		X	*		
High level of competency with current IT packages, including MS Office Suite, and ideally MS Project.		X			
Qualifications/ Professional Memberships	E	D	App	Int	Other
Degree in a relevant subject or equivalent experience.	X		*		
Professional qualification or equivalent experience		X	*		

* Application

** Interview

*** Details will be shared at interview stage

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.