



Job Description

Job Title:	Policy Manager
Directorate/Team:	Employment, Skills, Health & Communities / Insight and Intelligence
Location:	16 Summer Lane or other site/location
Responsible to:	Senior Delivery Manager – Quality and Policy
Responsible for:	
Key working relationships: (internal)	Wider directorate, WMCA colleagues
Key working relationships: (external)	Local authorities, skills and education providers, employers, government departments

Purpose of the Post

This role will help shape the strategic development of employment and skills policy in the West Midlands. Working as part of the Insight and Intelligence Team within the Employment, Skills, Health and Communities Directorate, you will develop evidence-led policies and programmes to ensure that every resident has the opportunity to access learning and to develop the skills needed to find employment and progress at work.

You will lead the development of our Employment and Skills Strategy, its associated policies and programmes for how this and other devolved funding is prioritised and delivered. The successful applicant will have proven experience in using research and analysis to support policy development and will have an excellent knowledge of skills and employment policy, funding and delivery.

Accountabilities

- Shape the strategic development of employment and skills policy across the West Midlands.
- Lead the development and delivery of the Employment and Skills Strategy and associated funding policies.
- Use research, data, and evaluation to inform evidence-led policy and programme decisions.
- Oversee the prioritisation and effective delivery of devolved funding to maximise programme impact.
- Build and maintain strong relationships with local authorities, education providers, employers, and government partners.
- Represent the organisation externally to influence and advocate on employment and skills policy.
- Provide clear, high-quality briefings, reports, and policy advice to internal and external stakeholders.

Responsibilities

Strategic

- Lead and contribute to national and regional policy development around employment and skills.
- Lead and undertake research, evaluation and policy development to make the case for wider employment and skills devolution and co-commissioning.

People

- Establish, develop and maintain strong relationships with key stakeholders, particularly with local authorities, skills and education providers, employers and business representative organisations, and relevant government departments and agencies.

Operational

<ul style="list-style-type: none"> • Provide research, intelligence and insight to inform delivery priorities for our employment and skills investment. • Provide policy input and support for Directorate-led programmes, including contributing to pilot design, leading bids for new funding, and overseeing high quality evaluation and review. • Provide high quality written and oral briefings, policy advice and reports for a range of internal and external stakeholders, including central government.
Financial
<ul style="list-style-type: none"> • Lead the development of our funding policy for devolved adult skills and wider employment and skills investment.
Other
<ul style="list-style-type: none"> • Represent WMCA at external events and meetings. • Deputise for the Senior Delivery Manager – Quality and Policy when required.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience in contributing to policy and / or strategy development within a political context	X		X	X	
A successful track record in developing and using research, analysis and evaluation to inform policy and strategy development	X		X	X	
Proven experience of project management, evaluation and reporting	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Excellent knowledge of employment and skills policy, funding and delivery – including in relation to the Adult Education Budget	X		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		X
Excellent oral and influencing skills, with the ability to give clear advice on issues	X			X	
Ability to work in a pressurised environment and manage competing priorities whilst delivering on a broad range of projects and adapting to changing circumstances and priorities.	X			X	
Understanding of the political processes and experience of managing politically sensitive issues	X			X	
Acts in a collegiate and collaborative style that engages with people at all levels and promotes positive relationships.	X			X	
Qualification / Education / Training	E	D	A*	I*	T*
A level 6 (or degree equivalent) qualification ideally in a relevant disciplinary area (e.g. social sciences, policy administration, education)	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 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 type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family