



## Job Description

<b>Job Title:</b>	Policy Officer – Health Inequalities (Learning, Evaluation and Evidence).
<b>Directorate/Team:</b>	Employment, Skills, Health and Communities
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Senior Delivery Manager for Wellbeing and Prevention
<b>Responsible for:</b>	NA
<b>Key working relationships:</b> (internal)	WMCA evaluation, learning and monitoring teams.
<b>Key working relationships:</b> (external)	Local Authorities, United by 2022 Charity, Sport England and voluntary sport and physical activity organisations, Hartpury University, Sport England, Active Partnerships, Birmingham and Solihull and Black Country Mental Health Foundation Trusts

### Purpose of the Post

This is one of two posts, working together to play a key role in supporting stakeholders to deliver and capture appropriate evaluation and learning processes to realise impact. This vacancy has arisen with one of our Policy Officers moving on to a new WMCA role.

This programme builds on the Birmingham 2022 Games sport and physical activity legacy and Sport England's planned place-based investment. The Policy Officers are key members of the WMCA's Health and Communities Team working alongside Sport England and Hartpury University as the Operational Group to inform delivery. The Policy Officers are responsible for working with stakeholders to implement, assess and report on their workstreams via WMCA's Learning, Evaluation and Evidence Plan. In turn, work together to strengthen the collaboration, peer learning and policy and practice evidence across the WMCA geography.

### Accountabilities

- Support stakeholders to deliver effective evaluation and learning activities.
- Implement, monitor and report on workstreams in line with the WMCA Learning, Evaluation and Evidence Plan.
- Work with Sport England and Hartpury University to support programme delivery.
- Assess impact across programmes through consistent evaluation measures validated by academic partners to for example improve health, reduce physical inactivity, system leadership and community ownership.
- Collect, analyse and share evidence and learning.
- Produce clear reports and insights for stakeholders.
- Strengthen collaboration, peer learning and shared practice across the WMCA area.
- Contribute to policy and practice improvement through evidence-based insights.

### Responsibilities

#### Strategic

- Informing the Operational Group's work by refreshing and capturing the impact and learning from workstreams in delivering the LEEP.
- Support the Directorate's team in providing policy briefings on the evidence for and action to health inequalities using the insight and intelligence from your work.
- Assist the LEEP Operations Team, in applying the learning from this project MELP to promote the WMCA's Health (physical activity) in the Policies approach.
- Work with and input into the WMCA's Research and Intelligence Network and the Monitoring and Evaluation team, to raise visibility and understanding of the work as well as inform future work.
- Write detailed reports on emerging programme evidence and findings and help to review and create new policy, guidance and practice including reviewing Theories of change and Logic Models.
- Identifying the connection and alignment between and across each of the projects and working with Sport England and Hartpury University to analyse and synthesise this data and plan the workshop and written report dissemination with and for stakeholders.

## People

- Provide the day-to-day relationship management with identified projects working alongside the WMCA colleagues, connecting and influencing evaluation and learning approaches in line with the WMCA's Learning, Evaluation and Evidence Plan (LEEP).
- Facilitate sense making sessions to create shared ownership for evaluation and learning across the West Midlands.
- Share and analyse the research evidence and policy with Sport England and Hartpury University and plan dissemination via partner agency workshops, reports, posters, conference and events in line with the WMCA and Sport England MoU's commitment to reducing inequalities through collaborative and distributive leadership, policy influence and change.
- Co-ordinating with the LEEP operations team, engage with and communicate findings to stakeholders, including Commonwealth Active Communities/Place based Partnership meetings, regional networks, and events.
- Where appropriate, represent the LEEP operations team at stakeholder briefings, providing advice and direction to peers at partner organisations.

## Operational

- Carry out research, collate and analyse raw data and develop plans to enable the LEEP operations Team to understand and achieve key programme deliverables and apply learning to inform future policy and practice in working with communities, reducing inequalities and system maturity.
- Prepare draft quarterly reports, research, and findings to be reported through the WMCA and Sport England governance as required, validated by Hartpury University.
- Provide accurate and up-to-date progress reports to the Strategic lead for Wellbeing and Prevention and Senior Delivery Manager (Healthy Communities and Mental Wellbeing).
- Report to the Operations Team on the analysis and synthesis data and plan the dissemination including written report and events for relevant stakeholders.
- Applying and adhering to the WMCA's, Sport England and Hartpury University monitoring, evaluation and learning processes e.g. risk management and mitigation.

## Financial

- There is no Policy Officer dedicated operational budget. Work is focused on a £2.5m work programme the WMCA is funding via its Sport England grant. Funding is available for Policy Officer ongoing development, creating events, producing papers and associated travel.

## Other

- 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.

<b>Person Specification</b>							
Candidates/post holders will be expected to demonstrate the following:			<b>Essential / Desirable</b>		<b>How Evidenced?</b>		
<b>Experience</b>			<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Experience in planning and undertaking project research		X			X	X	
Experience in the interpretation and analysis of research findings		X			X	X	
Experience in writing reports		X			X	X	
Experience in working effectively as part of a fast-paced team		X			X	X	
Experience in supporting and sharing learning within and across organisations including presentation and facilitation				X	X	X	
Experience in monitoring projects, capturing and interpreting raw data.				X	X	X	
<b>Skills / Knowledge</b>			<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Knowledge of sport and physical activity system partners & national strategy and or health and social care				X	X	X	
Knowledge of research policy and methodology		X			x	X	
Excellent written skills, with the ability to accurately summarise and convey information		X			X	X	
Excellent oral and communication skills, listening, observing and the ability to give clear advice and advocate for issues.		X			X	X	
Political and commercial awareness, with the ability to exercise discretion, judgement and confidentiality		X			X	X	
Excellent organisational skills, with the ability to prioritise work to meet deadlines		X			X	X	
Ability to use research and analysis to help identify and/or resolve complex issues and challenges.		X			X	X	
Ability to work independently as well as a member of a cross-functional team		X			X	X	
Can exhibit the core values of the WMCA.		X			x	x	
<b>Qualification / Education / Training</b>			<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Relevant degree or comparable experience		X			X	x	
Degree in research and/or research methodology				X	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>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.

### 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.

<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### Additional Post Requirements

<b>Essential Car User</b>	<b>Politically Restricted Post</b>	<b>Disclosure and Barring Service (DBS)</b>					<b>Vetting</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input 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

<b>Date Evaluation Agreed</b>	<b>JEP Reference</b>	<b>Grade</b>	<b>Job Family</b>