

Job Description and Person Specification

Post Title:	Policy Officer – Health Inequalities (Monitoring, Evaluation and Learning).
Directorate:	Economy, Skills, Health, and Communities
Reports to:	Senior Delivery Manager for Wellbeing and Prevention
Direct Reports:	0
Salary Band:	27-31
Contract length:	3 Years.

Key Relationships: Local Authorities, United by 2022 Charity, voluntary sport and physical activity organisations, Sport England, Active Partnerships, 1 Integrated Care System.

Role Purpose

These posts will play a key role in enabling, evaluating and capturing the learning from the delivery of the WMCA and Sport England Memorandum of Understanding funded projects to reduce health inequalities by getting more people active in the West Midlands. This 3-year programme builds on the Birmingham 2022 Games sport and physical activity legacy. The Policy Officer will be a key member of the WMCA's Health and Communities Team and also work alongside Sport England and Hartpury, Coventry and Sheffield Hallam Universities to design and implement the Monitoring, Evaluation and Learning Plan for 4 connected workstreams and be responsible for providing the day-to-day relationship management for projects, collating and collecting local data through monitoring reports, observation and interviews. In turn, work together to strengthen the collaboration, peer learning and policy and practice evidence across the WMCA geography with Local Authorities and Sport England system partners such as Active Partnerships.

Responsibilities

- Provide the day to day relationship management with identified projects working alongside the WMCA colleagues.
- Work as part of a team with WMCA colleagues, Sport England and universities (the central team) to develop, and implement the Monitoring, Evaluation and Learning Plan engaging with relevant stakeholders to develop their understanding of what is expected.
- Carry out research, collate and analyse raw data and develop plans to enable the Central 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.
- 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.
- Share and analyse the research evidence and policy with Sport England and university partners 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.

- In coordination with the Central Team, prepare draft quarterly reports, research, and findings to be reported through the WMCA and Sport England governance as required.
- In coordination with the Central Team, engage with and communicate findings to stakeholders, including Commonwealth Active Communities meetings, regional networks, and events.
- Where appropriate, represent the programme at stakeholder briefings, providing advice and direction to peers at partner organisations.
- 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).
- Assist the Central 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.
- Work with Sport England National Evaluation and Learning Partner Academic teams to analyse and synthesise this data and plan the workshop and written report dissemination with and for partners.
- 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 National Evaluation and Learning Academic teams to analyse and synthesise this data and plan the workshop and written report dissemination with and for partners.
- Applying and adhering to the WMCA's, Sport England and its National Evaluation and Learning Partner monitoring, evaluation and learning processes e.g. risk management and mitigation.
- 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

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Experience in planning and undertaking project research	E		x	x	
Experience in the interpretation and analysis of research findings	E		X	x	
Experience in writing reports	E		x	x	
Experience in working effectively as part of a fast-paced team	E		x	x	
Experience in supporting and sharing learning within and across organisations including presentation and facilitation		D	x	x	
Experience in monitoring projects, capturing and interpreting raw data.		D	x	x	
Skills/Knowledge/Abilities	E	D	App	Int	Other

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	
Understanding of health and community inequalities policy areas		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		
Can exhibit the core values of the WMCA.	X		X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Relevant degree or comparable experience	E		x	x	
Degree in research and/or research methodology		X	X	x	

* Application

** Interview

*** Details will be shared at the 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 a team, managing and leading.
	Service Driven	Customer, resident and focused partner-focused.
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 be open to new possibilities.
	Problem-Solving	Go for clear and simple whenever possible.

Health and Safety

All employees must 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 cooperate with their employer so far as is necessary to enable it to successfully discharge its responsibilities 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 for any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and manage performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information with the relevant legislation, and 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 regularly.

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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		
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