

## Job Description

**Post Title:** Senior Policy Officer - Improving Health & Reducing Inequalities Mayoral Regions Programme

**Directorate:** Education, Skills, Health and Communities

**Reports to:** Delivery Manager – Improving Health & Reducing Inequalities Mayoral Regions Programme

**Direct Reports:** 2 x Policy Officers

**Salary Band:** 40-44

**Contract length:** Full time until 30.09.26

**Key Relationships:** West Midlands Combined Authority (WMCA) Health & Communities Team, Consortia Mayoral Regional Authority members, Cross-WMCA Directorates, The Health Foundation, Centre for Local Economic Strategies, and The King's Fund

## Role Purpose

The 'Improving Health and Reducing Inequalities: Mayoral Regions Programme' is a three year programme funded by The Health Foundation and led by WMCA on behalf of a consortium of 8 Combined Authorities and the Greater London Authority. The programme aims to strengthen Mayoral Regional Authorities' role in addressing health inequalities through exploring their unique opportunities through regional policymaking and taking coordinated action across the system to enable them to extend their activity to improve health and tackle health inequalities. It will also generate specific insights on how the regional tier of leadership can improve health and reduce inequalities. This builds on the Health Foundation's [Cities Health Inequalities Project](#), which explored opportunities for devolved English regions to tackle health inequalities and identified several ways that a regional approach can have a significant impact.

As part of this programme, the Senior Policy Officer will support towards achievement of the following aims:

- Extend the evidence base on how Mayoral Regional Authorities can add value in tackling health inequalities and increase understanding of the levers available to them;
- Strengthen collaboration and peer learning across Mayoral Regional Authorities;

- Sustain capacity within Mayoral Regional Authorities to prioritise work and make tangible progress on tackling health inequalities.

#### Programme Delivery Components:

- Central Team of 7 posts within WMCA to manage the operation and delivery of the programme. These are: 2 part-time Consultants in Public Health, 1 Delivery Manager, 1 Senior Policy Officer, 2 Policy Officers and 1 part-time Project Manager.
- 2 Embedded Senior Policy Officers posts, each hosted by a different Mayoral Regional Authority and undertaking impactful projects aligned to the overall programme aims and objectives
- Governance Board with leads from each participating Mayoral Regional Authority and The Health Foundation
- External research and insights partner focused on distilling insights and longer-term reflections on the impact and 'art of the possible' in relation to devolution

The senior policy officer will be responsible for providing direct capacity to Mayoral Regional Authorities by undertaking policy research, analysis, implementation and delivery. Postholders will seek to progress Mayoral Regional Authorities' collective and individual journeys to tackling health inequalities and improving population health. They will support evidence development and dissemination to ensure the programme's findings have the desired impact.

#### Responsibilities

- Provide senior policy input into delivering the programme delivery plan working closely with the Central Team and Mayoral Regional Authorities involved in the programme.
- Provide management and delivery of complex and strategic programmes and policy areas, such as Health in All Policies (HiAP) and systems thinking, working across the participating regions, including any related business planning, procurement, programme development, and project delivery.
- Provide leadership and co-ordination of programme learning across participating Mayoral Regional Authorities including translating learning and evidence to local contexts and involving internal and external stakeholders from across the health inequalities system. For example, delivering workshops, webinars, action learning events.
- Support Mayoral Regional Authorities to progress their collective and individual journeys to tackling health inequalities and improving population health, e.g., by replicating successful practice, running projects, developing learning materials, and supporting embedded policy posts.
- Lead on establishing key working groups within and across regions, including with key external partners, and ensure smooth running of working groups, and any other relevant groups through effective senior stakeholder management.

- Work closely with the other members of the Central Team through research and gathering of intelligence relating to health inequalities, including policy briefings, reporting, evidence synthesis, and policy tools development.
- Reporting regularly on the progress and outcomes of critical projects which are in planning and delivery at project reviews, associated meetings and working groups.
- Manage projects' performance and monitor progress, including progress reports to present information to senior stakeholders including senior managers, directors at the WMCA, other Mayoral Regional Authorities and The Health Foundation.
- Work closely with the Delivery Manager and Project Manager to support programme reporting requirements to the WMCA and The Health Foundation.
- Work closely with the Consultants in Public Health to support programme monitoring and evaluation.
- Research and, where appropriate, advocate for health inequalities issues which merit attention and where there is scope for Mayoral Regional Authorities to become engaged, deliver solutions, or leverage funding/other opportunities.
- Advocate for the effective use of co-design with communities and experts throughout the programme in each region.
- Build and maintain key stakeholder relationships throughout the programme.
- Contribute to the distillation of key messages on effective action for key political figures.
- Work closely with the central team and Governance Board to enhance programme profile and access to its resources, as well as liaising with key external partners such as the Faculty of Public Health and Local Government Association.
- Contribute ideas and creativity to drive the programme forward.
- Support the Delivery Manager and deputise where appropriate.
- 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>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App *	Int**	Othe r***
Experience of improving health and inequalities and/or related policy areas	E		x	x	
Experience of researching complex issues	E		x	x	
Experience of writing reports and preparing briefings in a policy environment	E		x	x	

Experience of working effectively with a variety of internal and external stakeholders to achieve and communicate shared goals	E		x	x	
Experience in developing project delivery plans, ideally within a regional context		D	x	x	
Experience of contributing to conditions for learning within and across organisations	E		x	x	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Knowledge of health and care system and understanding impact of wider determinants of health	X		x	x	
In depth understanding of the main health inequalities agendas and their significance	X		x	x	
Understanding of the main agendas relating to regional tier working and their significance particularly for addressing health inequalities		X	x	x	
Excellent written skills, with the ability to accurately summarise and convey complex information	X		x	x	
Excellent oral and influencing skills, with the ability to give clear advice and advocate for issues.		X	x	x	
High political and commercial awareness, with the ability to exercise discretion, judgement and confidentiality	X	X	x	x	
Ability to deal with politicians and key stakeholders at every level, and work in partnership and across boundaries to achieve results	X		x	x	
Excellent organisational skills, with the ability to prioritise work to meet deadlines	X		x	x	
Ability to exercise discretion and operate in confidence when dealing with officers and politicians and to demonstrate political neutrality at all times			x	x	
Ability to use research and analysis to help identify and/or resolve complex issues and challenges.	X		X	X	
Experience of project management, monitoring and reporting		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	
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other

Relevant degree or comparable experience	E		x	x	
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\* 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 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 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