West Midlands Combined Authority

Job Description

Job Title:	Senior Policy Officer
Directorate/Team:	Mayoral Regions Programme
Location:	16 Summer Lane
Responsible to:	Senior Delivery Manager, Mayoral Regions Programme
Responsible for:	1 Policy Officer
Key working relationships: (internal)	Mayoral Regions Programme team, WMCA Health and Communities Team, WMCA Employment, Skills, Health and Communities Directorate.
Key working relationships: (external)	The Health Foundation, Mayoral Strategic Authority (MSA) partners and local, regional and national health system partners (including Local Authority Public Health Teams, Integrated Care Boards, NHS, VCFSE sector and National Government departments).

Purpose of the Post

Phase 2 of the Mayoral Regions Programme builds on a successful 3 years of Phase 1 delivery and is being funded by the Health Foundation and delivered by the WMCA in partnership with a broad consortium of English MSAs. The objectives of the programme are as follows:

- To facilitate increased MSA action to address health inequalities, with a focus on implementing the health duty and other policy opportunities presented by the English Devolution Bill and NHS 10-year Plan
- To support MSAs to be more effective in tackling health inequalities by increasing MSA awareness of, and ability to use powers and levers across the wider determinants of health
- To build the evidence base and provide insights on effective health improvement delivery within MSAs

The purpose of this role is to support the achievement of these objectives by providing direct capacity to MSAs to undertake policy research, analysis, implementation and delivery. The postholder will seek to progress MSAs' 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.

Accountabilities

The postholder will provide senior policy input into the Mayoral Regions Programme, working closely with the programme team and participating MSAs. They will lead on the management and delivery of complex and strategic projects and policy areas, including Health in All Policies and systems thinking. They will also work with the other Senior Policy Officers in the WMCA Health and Communities team to support with embedding and monitoring the delivery of a Health in All Policies approach across CA functions.

The postholder will line manage a Policy Officer in the team and will be professionally accountable to the employing authority (WMCA) and managerially accountable to their line manager - the Senior Delivery Manager for the programme.

Responsibilities

Strategic

- Provide senior policy input into developing and delivering the programme delivery plan.
- Develop and manage the delivery of strategic policy projects aligned to the programme's objectives and priority work areas.

- Provide leadership and coordination of programme learning across participating MSAs, including translating research and evidence to local contexts and involving stakeholders from across the health system.
- Support MSAs 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.
- Support WMCA corporate aims, objectives and business plan.

People

- Lead on establishing cross-regional working groups that support programme objectives, including with MSAs and key external partners, and ensure smooth running of working groups through effective senior stakeholder management
- Build and maintain key stakeholder relationships throughout the programme; these include The Health Foundation, Local Authorities, Universities, NHS, Voluntary & Community organisations and Government Departments.
- 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.
- Advocate for the effective use of co-design with communities and experts throughout the programme in each region.
- Facilitate cross-team working with Senior Policy Officers across WMCA the Health and Communities team.
- Provide direct management, support and development to the programme team Policy Officer.

Operational

- 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.
- Manage, monitor and report regularly on the progress and outcomes of critical projects which are in planning and delivery at project reviews, associated meetings, working groups and with key stakeholders, including MSA senior managers and the Health Foundation.
- Work closely with the Senior Delivery Manager and Project Support Officer to support programme reporting requirements to the WMCA and The Health Foundation.
- Work closely with the Consultant in Public Health and Senior Delivery Manager to support programme monitoring and evaluation.
- Research and, where appropriate, advocate for health inequalities issues which merit attention and where there is scope for MSAs to become engaged, deliver solutions, or leverage funding/other opportunities.
- Contribute ideas and creativity to drive the programme forward.

Other

- Represent the WMCA in a professional manner.
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	**Essential / Desirable**		**How Evidenced ?**		
Experience	**E**	**D**	**A**	**I**	**T**
Experience of improving health and inequalities and/or related policy areas	X		X	X	
Experience of researching complex issues	X		X	X	
Experience of writing reports and preparing briefings in a policy environment	X		X	X	
Experience of working effectively with a variety of internal and external stakeholders to achieve and communicate shared goals	X		X	X	
Experience in developing project delivery plans, ideally within a regional context		X	X	X	
Experience of contributing to conditions for learning within and across organisations	X		X	X	

Skills / Knowledge	E	D	A	I	T
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 devolution agenda and regional tier working and their significance 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	
Qualification / Education / Training	**E**	**D**	**A**	**I**	**T**
Relevant degree or comparable experience	X		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 ☐	No ☒	Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details			
Date Evaluation Agreed	**Job Family**	**Level/Grade**	**JEP Reference**