

Policy Officer -

International Strategy

Role Profile

Job Title:	Policy Officer – International Strategy	Date:	November 2021
Reporting Line:	Strategy Principal	Job Level:	<i>Grade 7 £32,234 - £35,745</i>
Service:	Strategy Team	Business Area:	GMCA – Policy and Strategy

JOB PURPOSE

The GMCA Strategy Team leads on strategy and co-ordination across the Combined Authority (CA), supports the CA's policy teams by providing policy expertise and capacity on areas of priority, provides advice and support to the leadership of the CA, and maintains relationships with key external stakeholders.

This post works within the Strategy Team, reporting to the Strategy Principal (International) and will provide comprehensive policy and project management support across GMCA's international agenda. Specifically, the role will include:

- Working closely with key partners including the Department for International Trade, the Foreign, Commonwealth and Development Office, the Growth Company and Greater Manchester Chamber of Commerce to develop activities that facilitate the delivery of strong and stable bilateral relationships with GM's priority markets.
- Supporting the delivery of the Greater Manchester International Strategy.
- Assisting with the organisation of international visits by the Mayor and Portfolio Leader for Economy & Business and the hosting of international visitors in Greater Manchester.

WORKING DIRECTLY WITH/ RELATIONSHIPS

- The Mayor and Portfolio Leader for Economy & Business
- Senior Managers and staff within GMCA
- Local Authorities
- The Growth Company

- Greater Manchester Chamber of Commerce
- Department for International Trade
- Foreign, Commonwealth and Development Office
- MPs and Councillors
- International partners and stakeholders, including Ambassadors and High Commissioners

KEY RESPONSIBILITIES

Key Responsibilities:

1. Work closely with key partners including the Department for International Trade (DIT), the Growth Company and Greater Manchester Chamber of Commerce to develop activities that facilitate the delivery of strong and stable bilateral relationships with GM's priority markets.
2. Lead on the delivery of the Memorandum of Understanding agreed between Greater Manchester and the Ruhr metropolitan area of Germany, including relations with the North Rhine Westphalia inward investment agency and the Ruhr Metropole, and the development of a youth mobility scheme.
3. Support the delivery of City-to-City Export pilots with DIT.
4. Assist with the organisation international visits by the Mayor and Portfolio Leader for Economy & Business and the hosting of international visitors in Greater Manchester.
5. Work with a range of stakeholders to develop project plans, policy & strategy, follow up actions and support the development, implementation and delivery of the GMCA's international priorities.
6. Use own initiative and autonomy to make day to day decisions with a clear rationale, and independently manage projects, policy and work programmes.
7. Proactively engage, build links with and co-ordinate a wide range of collaborative, trusting, effective partnerships.
8. Draft correspondence on behalf of the Mayor and the Portfolio Leader for Economy & Business.
9. Produce high quality, timely briefings, pulling together complex information from numerous sources
10. Proactively seek solutions to problems using own knowledge and experience
11. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

KNOWLEDGE, SKILLS AND EXPERIENCE

Knowledge and Experience

- Knowledge of international issues and experience of building international relationships (including economic, cultural and/or diplomatic links)
- Degree level or relevant role specific professional qualification or equivalent experience in the field.
- Proven track record and experience of project management and initiatives involving multiple partners
- Experience of persuading and influencing others at all levels to deliver quality outcomes
- Experience of facilitating multi-agency work and meetings.
- Proven high level experience in the use of Microsoft office software and systems including word processing, power point presentations, management reports, databases and spreadsheets

Skills and Behaviours

- Excellent written and oral communication skills
- Ability to communicate clearly, concisely, accurately and in ways that promote understanding to a range of audiences and organisations at all levels.
- Proven interpersonal, influencing and negotiating skills in dealing with senior managers, stakeholders, politicians, colleagues and other key partners.
- Excellent organisational skills with the ability to prioritise conflicting demands
- Flexible approach and the ability to respond positively to changes in the allocation of work at short notice
- Ability to plan effectively in the short, medium and long term in order to deliver high quality work within required timescales.
- Day to day decision making with a clear rationale and have a degree of autonomy to achieve the aims and objectives of the strategy.
- Able to identify and maintain confidentiality of sensitive information
- Ability to use in house applications, systems and associated software packages.
- Strong administrative skills and the ability to cope with a varied workload and work under own initiative
- Excellent understanding of the Greater Manchester Combined Authority, the GM landscape and experience of working across a range of partner organisations.
- Applied understanding of equality and diversity issues in relation to workplace and service delivery
- Self-motivation and ability to deal with a demanding workload and deliver consistently to deadlines
- Ability to work flexibly and creatively as part of an effective team

- Occasional requirement to travel outside the county to attend meetings etc. when required may include overnight stay.
- To be willing to work flexibly as occasional evening and weekend working may be required.

Corporate Duties

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

Records Management/ Data Protection - As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security - As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality - All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

Health and Safety - All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service's undertakings.

Service Policies - All GMCA employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities - GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background