# Role profile

* **Job title**: **Senior Policy & Partnership Officer**
* **Grade:** 9
* **Business area:** Environment Directorate – Policy and Strategy
* **Reporting line:** Energy Policy and Programmes Lead
* **Team:** Low Carbon

## Job Purpose

The low carbon team plays a key role in setting GM’s overall direction through the formulation of Greater Manchester’s strategies. We are outward facing with networks across business, universities, international city governments and arts and cultural organisations.

The purpose of the role, which is in the low carbon team is to provide high-quality development and implementation support covering strategy, policy, and partnerships across the scope of the GMCA’s carbon neutral ambition. The team works on a range of high-profile policy areas that are central to Greater Manchester’s 2038 carbon neutral target, which underpins the wider economic, social and recovery agendas.

Partnerships are critical to the realization of our objectives and the team is responsible for advising the Mayor, the GMCA, Green City Region Partnership Board, the GM Local Enterprise Partnership as well as other local and national partners to develop and deliver strategies and interventions that deliver a fair and just transition to net zero.

## Key working relationships

* Mayor of Greater Manchester
* Chief Executive GMCA
* Internal / External Stakeholders & Partners Internal teams including Research, Strategy, Policy, and Core Investment
* GMCA Senior and Extended Leadership Teams
* Greater Manchester Local Enterprise Partnership
* Greater Manchester’s ten Local Authorities
* Members of the Challenge Groups
* Members of the Retrofit Task Force

## Key Responsibilities

1. To provide policy advice and guidance support in relation to the GMCA’s carbon neutral priorities, drafting reports and developing proposed policy initiatives alone and with partners
2. To provide influence, advice and guidance and management support to executive decision making bodies on low carbon and related issues
3. To provide research and analysis to colleagues and Executive Boards to inform and support delivery of key objectives, including responses to policy consultation and contributing to the decision making processes which support the Mayor’s priorities across a range of policy areas
4. To support bid assessment/development as directed to accord with delivery of the Mayor’s plans and priorities.
5. To produce and present reports and relevant documentation to support the delivery of the directorate’s portfolio of activity discussing options and proposals with internal and external stakeholders as appropriate
6. To build, develop and support key developments of partnerships between the GMCA, TfGM, and other GM wide agencies
7. To review and support (as appropriate) links with the Green City Region Partnership and wider Challenge Groups to build the relationships required to deliver the priorities of the 5 Year Environment Plan.
8. To work as directed on projects which support delivery of low carbon teams portfolio
9. To support commissioning activity in line with the strategic needs assessment
10. Attend events at which the GMCA requires representation
11. To undertake such additional duties as are reasonably commensurate with the level of the post.
12. The post holder will carry out their duties with full regard to the organisation’s strategies and policies including Equal Opportunities and Health & Safety. The post holder will demonstrate a commitment to Crime and Disorder responsibilities.

## General

1. To always hold yourself and others to a high standard of professionalism, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
2. Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
3. Ensure the services delivered internally and externally are inclusive and accessible.
4. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent.

NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

## Knowledge, Skills, and Experience

1. Educated to degree level or equivalent relevant experience
2. Experience of working in partnership with a range of diverse stakeholders
3. Knowledge and evidence of low carbon policy development and strategy implementation (Local, National, and International)
4. Evidence of the ability to develop understanding and competency in public sector commissioning and contract monitoring
5. Proven ability to establish and maintain positive relationships with staff at all levels, and external organisations, groups and individuals, which generate confidence, respect and trust
6. Experience of project management/participation in project work

### Desirable

* Demonstrable understanding of the role of the GMCA

### Skills, Values & Behaviours

1. **Communication:** Ability to influence or persuade internal or external stakeholders. Speaks fluently, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence. Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way and structures information to meet the needs and understanding of the intended audience.
2. **Analytical Skills:** Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments and proactively thinks through problems rather than reactively following a procedure-driven approach
3. **Planning and Organising:** Ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
4. **Problem Solving and Decision Making:** Strong decision-making skills and the ability to resolve issues in a pressurised environment. Continually performs at a high-level demonstrating commitment to achieve desired results. Prepared to challenge the status quo to bring about improvements.
5. **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework.
6. **Strategic Thinking:** Ability to contribute to the development, implementation and evaluation of strategy to shape future plans.
7. **Commercial Awareness: Demonstrates business intelligence and ability to understand and evaluate all options for optimum service delivery, identify risks and plans to mitigate, to promote entrepreneurial approaches and ensure value for money in all transactions.**
8. **Political Awareness: Ability to understand the sensitivities and pressures of working with political figures, as well as the need to be politically neutral as an officer of the Authority**

## Corporate Duties

*Do not behave in way 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.*