**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Strategy & Policy Officer | **Date:** | August 2021 |
| **Reporting Line:** | Strategy Principal | **Job Level:** | Grade 7 Scale point 28 (£32,234.00) |
| **Department:** | Policy and Strategy | **Business Area:** | Strategy Team |

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| **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 maintain relationships with key external stakeholders. This role supports delivery of the CA’s key policy priorities and provides support for the Mayor, Chief Executive of the CA and other CA Leaders through briefing, preparation of presentations, attendance in meetings, and other activity.It also provides analytical and business support for the delivery of the Greater Manchester Strategy, working with the communications team, policy teams and research team.  |

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| **KEY RESPONSIBILITIES**  |
| **Strategy development** * To support the delivery of the key policy priorities of the CA across the range of CA functions.
* To be responsible for maintaining an up-to-date policy watch on relevant matters, with a particular focus on sport policy, highlighting opportunities and implications for Greater Manchester (GM).
* To ensure key colleagues and partners are briefed on new and emerging strategy development.
* To be responsible for the circulation of strategy information to partners as required.
* To support engagement with key health & social care and sport stakeholders
* To lead on the implementation of strategies and initiatives, including the Greater Manchester Autism Strategy

**Report writing*** Writing, drafting and inputting into documents, including strategy and policy development documents, for example presentations, speeches, research reports, briefings and papers.
* To prepare reports for consideration by established bodies, including the Greater Manchester Combined Authority and Local Enterprise Partnership.

**Research and Analysis*** To work collaboratively across Greater Manchester to facilitate the sharing of good practice from within GM and from national and international reviews/evaluations.
* To provide and commission research and analysis for the Head of Policy Development
* To undertake analysis of relevant data and articulate to internal and external colleagues.

**Support for the Mayor and CA Leadership*** Providing support for the Mayor, Chief Executive and wider Senior Leadership Team, including the drafting of briefing notes and correspondence as required.
* Supporting meetings, capturing discussions and disseminating actions through the Combined Authority.
* To take a lead in the management of the Delivery Monitoring Group, and supporting the delivery of key organisational projects and priorities with partners.

**Project Development and Evaluation*** Take responsibility for particular projects as identified by line manager, with a particular focus on sport and health & social care policy, researching need, developing specifications and leading commissioning process.
* To work closely with colleagues to ensure findings from evaluations of local activity are fully considered.
* To support the development of wider funding proposals in line with the Greater Manchester Strategy.
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| **DIMENSIONS** |
| * Work with key strategic partners at local, national and international levels including:
* GMCA Senior and Extended Leadership Teams
* Greater Manchester Local Enterprise Partnership
* Greater Manchester’s ten Local Authorities
* Greater Manchester Health & Social Care Partnership
* Greater Sport
* GM Moving
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| * **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.
* **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
* **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.
* **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.
* **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework.
* **Strategic Thinking:** Ability to contribute to the development, implementation and evaluation of strategy to shape future plans.
* **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.
* **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.
* **ICT Skills:** Ability to use multiple applications, systems and associated software packages.
* **Personal style:** Ability to understand, demonstrate and apply GMCA values. Have a personal commitment to continuous self-development and personal improvement. 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.
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