



## JOB DESCRIPTION

<b>Role</b>	<b>Head of Policy and Executive Support</b>
<b>Reports to</b>	<b>Chief Executive</b>

### Context

The Combined Authority is a relatively new organisation, established in March 2017, with a vision to make Cambridgeshire & Peterborough the leading **place in the world to learn, live and work**.

A lean, agile and effective organisation, we focus on delivering key ambitions for the Mayoral Combined Authority which include:

- Good growth - doubling the size of the local economy
- delivering outstanding and much needed connectivity in terms of transport and digital links
- providing the UK's most technically skilled workforce
- transforming public service delivery to be much more seamless and responsive to local need

This role is a key strategic appointment.

### Job Purpose

The Head of Policy and Executive Support will create and lead an influential function to be a key support to the Chief Executive, senior management team and the Mayor in strategic policy development, advice and promotion for the organisation, and the wider local area.

### Core Focus

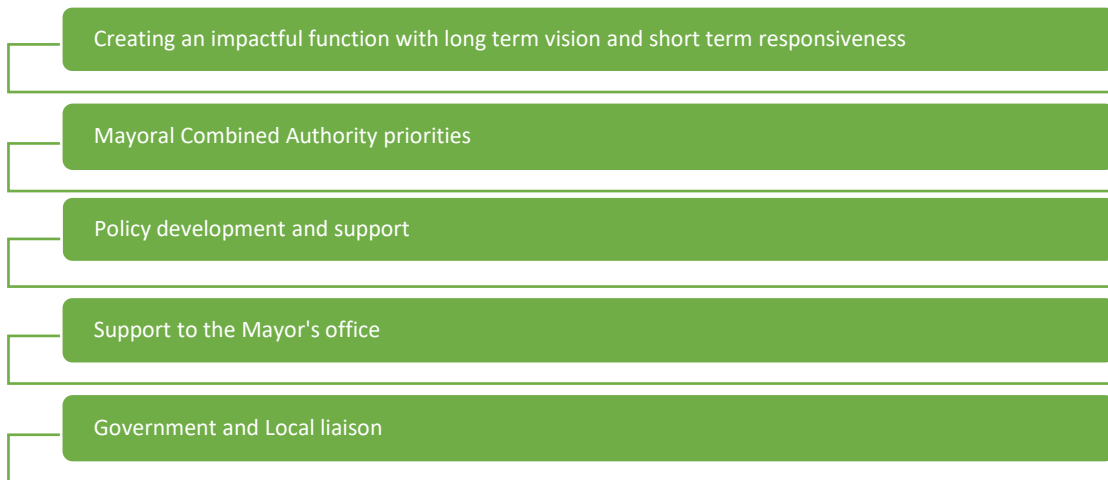
Working closely with senior leaders in the CPCA and region, the postholder will ensure their impactful function will be at the heart of policy development and promotion.

Combining long term strategic vision and outcomes with robust short term responsiveness, this role will lead the function's development of relationships, awareness and knowledge.

With regular horizon scanning and awareness of the significant issues facing Local Authorities and public sector organisations nationally and in the local region, the postholder provides short and long term policy advice using evidence based research and appropriate performance frameworks that enables strategic objectives to be set and achieved.

Understanding the importance of an effective public relations and communications and engagement function, the postholder will work with senior stakeholders within the Combined Authority and Constituent Councils; partners across the local system; other national organisations and government departments to support the local priorities to be well represented and opportunities maximised.

The Head of Policy and Executive Support may lead significant projects on behalf of the Chief Executive and the Mayor.



## Key Responsibilities

1. Leadership of the influential Chief Executive's Office function
2. Develop and advise on key policies and strategic areas
3. Coherent strategy development that aligns to future regional ambitions
4. Develop and maximise communications and public affairs strategy and opportunities to raise the profile of the organisation's, and the Mayor's, priorities, goals and vision.
5. Identify and create the means to liaise with Government to further the Mayoral Combined Authority's priorities and raise the profile of the Combined Authority area
6. Ensure evidence and insight is robust to inform policy and trajectory of delivery
7. Build alignment between the organisation's priorities and its relationships with the constituent councils with effective partnership working and engagement
8. Identify and oversee key project delivery
9. Facilitate the work of the organisation and the office of the Mayor by leading an effective support team

## Core Responsibilities

- Strategy, policy and plans, of particular note the corporate strategy and future devolution deal
- Development of effective working relationships with key stakeholders / local organisations.
- Adherence to Combined Authority's assurance framework in all programmes and activity
- Oversight of performance and policy frameworks
- Represent the Mayoral Combined Authority on appropriate internal and external bodies



## Person Specification

### Leadership Behaviours

- Acutely politically aware – able to assimilate and navigate political contexts with skill
- Motivated – driven by personal and organisational achievement
- Highly adaptable - to changing circumstances and demands
- Expansive, creative business thinker – thinks outside ‘tried and tested’ models or approaches
- Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- Collaborative – works productively with peers, team and others

### Qualifications and Knowledge

- Thorough understanding of national and local development ambitions, targets and measures
- Broad appreciation of the agendas of organisations working in the same or related space
- Degree level or equivalent standard of general education/equivalent business experience
- Detailed knowledge of Government and regional political figures
- Expert skill in policy and strategy development
- Representational gravitas

### Experience

- Senior management level within an organisation of comparable scope and complexity
- Demonstrable understanding of key international and local government politics, political structures and culture
- Significant experience of policy development and horizon scanning
- Proven track record and demonstrable credibility in developing strong, productive partnerships
- Experience and demonstrable success in managing change
- A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.
- Extensive experience of working in a complex partnership environment
- Successful track record of political relations