



CAMBRIDGESHIRE  
& PETERBOROUGH  
COMBINED AUTHORITY

## JOB DESCRIPTION

**Job** Policy Adviser (Policy Team Business Partner)  
**Reports to** Head of Policy and Executive Support

### 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

### Job Purpose

To act as policy business partner to respond and provide detailed policy position advice to the Executive Team and office of the Mayor.

To support the continual development of an influential policy function, enabling strong policy development and advice in a timely way.

To the formulate, develop, promote and implement a range of policies and strategies, projects and initiatives within specified policy areas in an integrated policy framework.

### Job Responsibilities

- Support the Head of Policy and Executive Support in policy formulation, evaluation and project initiation.
- To provide policy research, information, advice and support on issues which support the implementation of the organisation's priorities.
- Research and draft clear, well-targeted and influential reports, briefings, circulars, speeches, articles, presentation, press information and other publications as required on key issues as required, including on emerging significant issues within the region.
- Use MCA and Government networks to maintain up to date knowledge of emerging changes in policy.
- Work with organisation business areas to develop strategies in line with the Mayoral Combined Authority priorities and overarching corporate strategy
- Build alignment between the Mayoral Combined Authority's priorities and its relationships with constituent councils.



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- Under the direction of the Head of Policy and Executive Support, support them in the supervision and mentoring of interns where appropriate.
- To represent the organisation at external meetings on specified policy areas including Government departments, Mayor, CA and member authorities, and other key stakeholders; developing and sustaining positive relationships with these stakeholders, opinion formers and key contacts in order to advance the regions policies and positions.

### **Key Working Relationships**

Chief Executive

Mayor

Head of Policy

Strategic Planning Manager

Data, Evidence and Insight Lead

Communications and Engagement Manager

Council partners and partnerships

Combined Authority officers

MCA networks



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## Person Specification

### Leadership Behaviours

- Acutely political aware.
- Self starter and works on own initiative with minimal supervision.
- Able to mentor and provide effective line management
- Able to think strategically with excellent attention to detail.
- Connective thinking
- Exceptional communicator
- 'Can do' integrity and confidence.

### Qualifications and Knowledge

- Degree or relevant professional or managerial qualification.
- Strong understanding of the operation of Central Government, Local Government and Devolution.
- Understanding of at least one policy area: transport, housing, skills, Local government.
- Able to interpret national changes and developments into local and organisational context

### Experience

- Demonstrable experience of policy update and development
- Provision of responsive and robust advice to leadership
- Experience of working within a similar political environment
- Successful development of detailed policies aligned to overarching corporate, long-term policy and strategic vision
- Proven track record of work across a broad range of service areas providing policy insight and advice

This post is politically restricted.