



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

JOB DESCRIPTION

Job Policy Manager
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

Building a new impactful policy team to enable long term policy development and horizon scanning balanced with knowledgeable and robust short term responsiveness.

Providing broad and timely policy development and advice to the Chief Executive and office of the Mayor.

Through supporting the development of the team to be integral to the organisation, the role will make a significant contribution to the formulation, development, promotion and implementation of 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 driving influential policy formulation, evaluation and project initiation.
- Lead regular policy horizon scanning and advice to business areas and office of the Mayor as appropriate
- Develop and maintain effective cross-organisational policy development and practice
- 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.
- Identify and create the means to liaise with Government to further these priorities and raise the profile of the Combined Authority area.



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- Generate opportunities for the Executive Team and Mayor to promote the Combined Authority and the area through targeted regional events and with local MPs.
- Build alignment between the Mayoral Combined Authority's priorities and its relationships with constituent councils.
- Effective line management of policy advisers and interns
- 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



Person Specification

Leadership Behaviours

- Acutely political aware.
- Self starter and works on own initiative with minimal supervision.
- Able to manage a high performing team and inspire best practice
- 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.
- Deep understanding of at least one policy area: transport, housing, skills, Local government.

Experience

- Significant demonstrable experience of policy update and development for short, medium and long term impact
- Proven track record of interpreting national changes and developments into local and organisational context
- Provision of responsive and robust advice to leadership
- Experience of working within a political environment (eg Parliament, Political parties, 'think tanks' and/or relevant campaign group).
- Successful development and maintenance of policy frameworks and libraries
- Proven track record of maintaining appropriate networks and communities of practice for policy development best practice