



JOB DESCRIPTION

Role	Junior Public Affairs Advisor
Reports to	Public Affairs and Engagement Manager
Directorates	Chief Executives Office
Department	Communications, Engagement & Public Affairs
Grade	Grade 7 (£26,421 to 29,777 as of April 2024)

Job Purpose

- Ensuring the Combined Authority’s influencing and communications are rooted in a robust political strategy, both nationally and within the communities we work with.
- Building networks and engage with, and influence, decision makers at local, regional and national level to support the development and delivering of the Combined Authority’s objectives.

Key Responsibilities

- To organise seminars, conferences, and other events, in collaboration with colleagues as directed by the Public Affairs & Engagement Manager and agreed with the Chief Executive.
- To draft clear, well-targeted and influential briefings, circulars, speeches, articles, presentation, press information and other publications as required on key issues as required.
- Horizon scanning and political monitoring.
- Develop key working relationships with key stakeholders/local organisations.
- Drafting responses to relevant consultation and calls for evidence.
- Support, messaging evaluation and project initiation working in alignment with Combined Authority officers.
- To coordinate regular political correspondence to MPs and Local councillors.
- To provide information, advice, and support on issues which support the implementation of the Mayoral Combined Authority priorities.

Person Specification

QUALIFICATIONS & KNOWLEDGE

Essential

- Excellent written and verbal communication skills.
- Strong understanding of the operation of Central Government, Local Government and Devolution.
- Demonstrable knowledge of the MCA model, devolution and levelling up.
- Understanding of at least one policy area: transport, environment, skills, Local government.
- The ability to multitask and work on multiple activities to deliver within deadlines.
- Ability to work collaboratively as part of a broader team, recognising the importance of integrated communications.
- Ability to develop productive, professional working relationships with internal colleagues, stakeholders and suppliers.
- Ability to act on initiative, to work under pressure and exercise judgment.

Desirable

- Politics or related qualification



- Critical Thinking qualification

EXPERIENCE

Essential

- Two years' experience working in a related political environment at a local or national level.
- Demonstrable understanding of how to work in a Council, Board or Committee environment.
- Experience working with a wide range of stakeholders who often have different political priorities.
- A proven ability to work under pressure, managing several deadlines at the same time.
- A desire to learn new things.
- An interest in working in complex, political environments.

Desirable

- Understanding and demonstrable experience working with grass roots and the voluntary and community sectors.
- An understanding of how to manage the balance between political policy and priorities with officer policy and priorities.

OTHER REQUIREMENTS

Essential

- This role is politically restricted.
- Acutely political aware.
- Critical thinker.
- Self-starter and works on own initiative with minimal supervision.
- Strategic individual with excellent attention to detail.
- Exceptional communicator.
- Problem solver.