

JOB DESCRIPTION

Role	Public Affairs and Stakeholder Engagement Manager
Reports to	Head of Communications, Engagement and Public Affairs
Directorates	Chief Executive's Office
Department	Public Affairs

Job Purpose

The Cambridgeshire and Peterborough Combined Authority is seeking to appoint a Public Affairs and Stakeholder Engagement Manager to strengthen how we promote the ambitions, priorities and achievements of the Combined Authority and the area to local, regional and national politicians, political advisers, civil servants, regulators and other interested stakeholder organisations.

We are currently recruiting a new management team, including this newly created position, to ensure we have the capacity and ability we need to maximise the effectiveness of our lobbying and stakeholder engagement activity.

The successful candidate will work with the Head of Communications, Engagement and Public Affairs to develop and deliver a public affairs strategy for the Combined Authority region and be responsible for enacting a programme of public affairs activity to raise the profile of our key priorities and offer to government.

The Public Affairs and Stakeholder Engagement Manager will also be responsible for overseeing the Combined Authority's internal engagement and the organisations engagement with businesses and key stakeholders.

This exciting role sits within the newly formed Chief Executive's Office where Mayoral support, Policy, Communications, Public Affairs and Executive Support have come together as one team to drive forward sustainable and lasting change for our communities.

Key Responsibilities

- Working with the Head of Service to lead the develop and deliver effective public affairs strategies to promote the Combined Authority to local, regional and national politicians, political advisers, civil servants, public bodies, business groups and regulators
- Developing and delivering a high impact programme of public affairs activity (including summits and roundtables) to raise the profile of our key priorities and our regions offer to government
- Proactively seek out and managing opportunities to make recommendations to the government about regulatory, policy and legislative change and future investment
- Support the Head of Service with the end-to-end delivery of a range of public consultations and engagement campaigns, including statutory consultations



- Intelligence gathering and sharing with the business to help advise the Chief Executive, Corporate Management Team and the Mayor to inform future policy and positioning
- Proactively monitor developments in Westminster, local government and where applicable internationally and evaluate what this means for the CPCA and our region
- Draft briefings, speeches, scripts, and biographies for political leaders and the Corporate Management Team
- Develop and maintain up-to-date stakeholder lists and maintain a good understand of policy positions of each of the main political parties in UK and contacts with relevance to the Combined Authority
- Manage relationships with a range of external stakeholders for both the Combined Authority and the Business Board
- Supporting the development of the internal engagement strategy, including responsibility for its implementation and line management of the internal engagement advisor

Person Specification

QUALIFICATIONS & KNOWLEDGE

Essential

- Educated to degree level or equivalent, or demonstrable relevant experience in a political or public affairs environment

Desirable

- Membership of a relevant, recognised professional body

EXPERIENCE

Essential

- Demonstrable experience of Public and Political Relations, preferably with a period of providing in-house support of the kind envisaged in this role.
- Experience of building and maintaining effective working relationships with a wide range of internal and external colleagues and stakeholders to ensure delivery and implementation of effective lobbying strategies, ideally having worked within a campaigning organisation
- Demonstrable experience of forming and leading a team, setting objectives and managing performance
- Experience of working in fast paced environment, overseeing many projects simultaneously ensuring direct reports are meeting strategic objectives and deadlines
- Experience of working closely and daily contact with politicians
- A substantial track record of effective influencing and alliance building around legislation or policy-making processes.
- Experience of leading, managing, and delivering strategic and internal engagement strategies
- An exceptional grasp of current political issues and developments.
- A good understanding of the specific issues affecting local government nationally and within the region
- Experience of working with others to build alliances on complex issues, and to work across political boundaries and party lines.



- Commitment to championing best practice stakeholder engagement and partnership working
- Thorough knowledge and understanding of the Cambridgeshire & Peterborough Combined Authority Region, including local priorities, live political issues, current challenges and potential future opportunities

Desirable

- Experience of briefing senior leaders and local leaders ahead of interactions with high-profile regulators, politicians and civil servants
- Have experience with managing sensitive reputational issues
- Experience formulating and delivering summits and roundtable events

LEADERSHIP

Essential

- Works collaboratively and productively with peers, team and others
- Excellent interpersonal and relationship management skills that command the respect of Elected Politicians, Stakeholders and Partners
- Operates with integrity at all times
- Motivated and driven by personal and organisational achievement
- Highly adaptable to changing circumstances and demands
- Ability to work confidently and problem solve, making effective decisions quickly and spotting and responding to issues early
- Exceptional oral and written communicator with the ability to present clear, accurate reports and campaigns to a wide range of stakeholders
- Exceptional relationship-builder that generates confidence in colleagues and stakeholders
- Embraces and embodies our CIVIL values everyday, in everything you do
- Enthusiasm, can-do attitude, and willingness to take on new challenges

Desirable

- Line management experience
- Experience of high-level networking to build creative and mutually beneficial relationships

OTHER REQUIREMENTS

Essential

- Must be able to vary working hours to incorporate evening and weekend working when required and provide out of hours cover.
- A flexible approach is essential due to the role requiring travel across the UK

Desirable

- Analysing and interpreting complex data and information