



Job Description

Job Title:	NP11 Senior Policy Officer
Reporting to:	NP11 Director
Work Base:	Remote, with travel to locations within the North as needed
Grade:	£40k

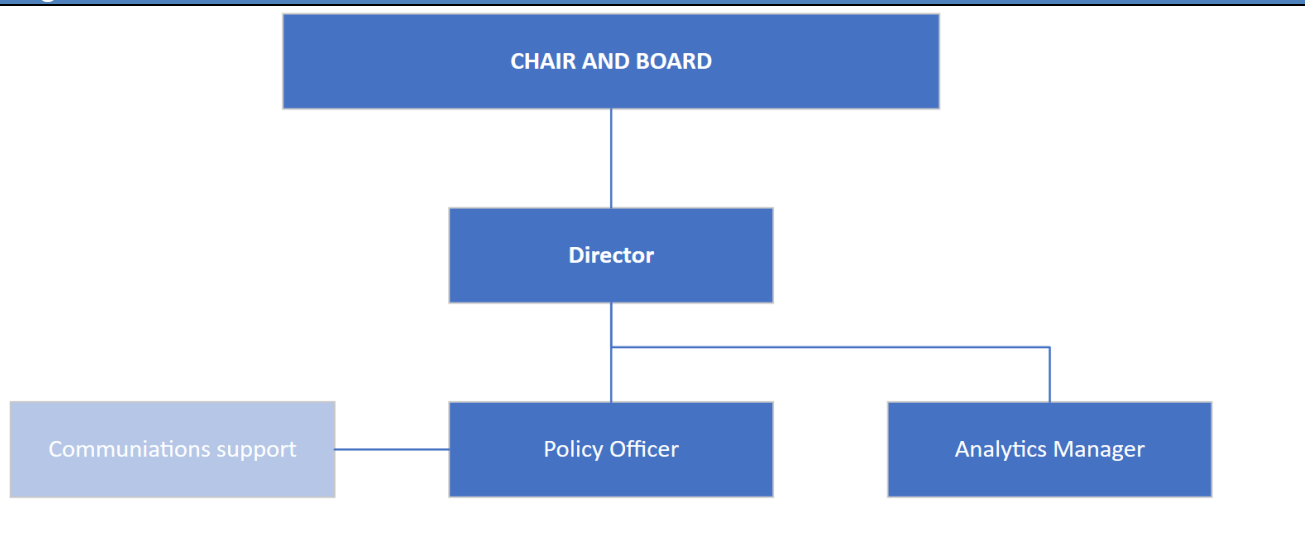
Main Purpose of Role:

Support NP11 policy development and communications activity

Key Responsibilities:

- Provide policy input required to meet the needs of NP11, Northern LEPs and partners, undertaking research and engaging with stakeholders to compile recommendations, produce supporting material, and deliver agreed activity
- Develop and deliver policy responses for NP11’s activity related to the coronavirus response phase, Government consultations, calls for evidence, and other cross-cutting policy topics
- Support the delivery of commissioned policy activity, ensuring that the interests of the LEPs and the private sector community are fully reflected in this work and that strong outcomes for the North are secured
- Provide relevant advice and support to the NP11 Director and Board, including production of briefings, reports and presentations
- Undertake day to day management of NP11’s voice and visibility programme, acting as the main point of contact with the contracted communications agency, liaising with communications colleagues at the NP11 Chair’s home LEP, and ensuring relevant outcomes and outputs are delivered on time and on budget
- Fulfil the secretariat function for NP11, including taking minutes of Board and other key meetings and providing diary support and progress chasing for the NP11 staff team

Org Chart:



Reporting Lines:



- Report into NP11 Director
- No line management of staff but ongoing management of suppliers

At a Glance Summary:	
Managing Others:	<ul style="list-style-type: none"> ▪ Responsible for managing the work of others directly (internal or external staff e.g. consultants or contractors) and acting as their Line Manager
Level of Responsibility:	<ul style="list-style-type: none"> ▪ Business impact of role is operational; ▪ May contribute to strategic projects occasionally. ▪ Manages a finite budget within the organisation, or on behalf of a client. ▪ Required to provide operational input to colleagues and / or clients.
Specialist Knowledge:	<ul style="list-style-type: none"> ▪ Able to share developing specialist knowledge with other colleagues on an ongoing basis, as required by the role. ▪ Has a good working knowledge of the organisations procedures and management systems. ▪ Demonstrates effective leadership and resource management skills and general knowledge of legislation relevant to managing the team. ▪ May be working towards (or possess) a professional qualification.
Problem Solving & Decision Making:	<ul style="list-style-type: none"> ▪ Work requires creative problem solving and / or decision making on a range of operational problems on a regular basis. ▪ Ingenuity and sound judgement is required to ensure effective use of resources. ▪ Decisions may on occasion need to be made without all the required information to hand. ▪ Influences on decision making are both internal and external in scope.
Planning and Organising:	<ul style="list-style-type: none"> ▪ Responsible for business outcomes and performance related to own role and area of responsibility. ▪ Priorities own work, and the work of others via line management responsibilities.
Communication and Influencing Others:	<ul style="list-style-type: none"> ▪ Allocates work to direct reports (internal or external staff e.g. consultants or contractors), monitoring work standards and providing appropriate feedback ▪ Will regularly negotiate for services/resources with others in the organisation and / or contractors. ▪ Creates written communications for others (e.g. Reports / Presentations) with a view to inform / influence others (e.g. stakeholders others on technical/professional issues within their own specialism.

Person Specification		
Specification	Essential (E) or Desirable (D)	Method of Assessment
Education & Training		
- Educated to degree standard or equivalent in economics, social science, or other relevant subject.	E	
Skills & Abilities		
- Highly developed communication skills with the proven ability to strongly lead, influence, negotiate, challenge and promote	E	
- In depth understanding of LEPs operating environments and the Northern Powerhouse agenda	D	
- Strong interpersonal skills. Able to quickly build relationships, win and maintain the confidence of colleagues, and internal / external partners e.g. MC / LA / Business.	E	
Achievements and Experience		
- Practical experience of successfully performing in a similar role	E	
- Experience of working in a public-private sector partnership context	D	
- Demonstrable experience of managing relationships with multiple stakeholders	E	
- Proven experience of confidently and professionally conveying information both oral and written in a clear, concise and persuasive style, including presentations, briefings and reports	E	
- Experience of undertaking complex research, analysis, and successful policy and strategy development	E	
- Experience of managing budgets and contracts	E	
Personal Attributes		
- Enthusiastic and self-motivated	E	
- Able to work under pressure to meet deadlines	E	
- Anticipates, and shows resilience to set-backs, and able to problem solve, with guidance from line management.	E	



- Critical thinker with strong attention to detail	E	
Other Requirements		
- Hold a valid driver's licence with access to own vehicle	D	