

## **GBSLEP Senior Policy Officer role description and person specification**

**Job Title:** Senior Policy Officer (Skills)

**Salary Band:** £36,460 - £44,734 (Grade 5)

**LOCATION:** Hybrid- Baskerville House, Centenary Square, Birmingham B1 2ND  
& Remote working as appropriate

**REPORTS TO:** Head of Skills

### **JOB OVERVIEW**

Senior Policy Officers within the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) have key responsibility for developing the LEP's strategic growth agenda as it relates to specific policy areas focused on local and regional economic development.

To do this, Senior Policy Officers (working with partners, stakeholders and other LEP officers) develop interventions aimed at driving increases in levels of business productivity, the number of residents with higher level skills, good jobs and improved quality of life across Greater Birmingham and Solihull.

Reporting to the Head of Skills, the Senior Policy Office (Skills) has substantial autonomy in developing and helping to deliver interventions that make a substantive difference to the Greater Birmingham economy, supporting delivery of GBSLEP's Strategic Economic Plan (SEP) 2016-2030 and the West Midlands' Local Industrial Strategy (LIS).

The role will also play a key part in the recovery of the GBS and West Midlands economy after the Covid-19 pandemic through the skills policy, mechanisms and interventions available. Developing the skills leadership of the LEP through interventions such as the GBSLEP Skills and Apprenticeship Hub to maximise this impact.

This exciting, influential role will be responsible for developing external relationships and interventions that bring about meaningful change. Successful candidates will bring a passion for innovative approaches to delivering substantive policy change at a local level.

## **RESPONSIBILITIES AND DUTIES**

1. To develop and drive forward the LEP's Skills Delivery Plan for increasing business productivity, sustainable growth and quality of life as it relates to higher level skills.
2. The Senior Policy Officer for Skills also has a substantial role leading workstreams for the delivery of the LEP's Plan 10,000 Plus, which aims to increase the cohort of new learners at NVQ Level 3 and above in Greater Birmingham and Solihull by 10,000 year-on-year by March 2023.
3. The SPO (Skills) will also lead on several key pieces of policy activity and intervention within the LEP including youth policy and strategy and digital skills, as well as focusing on several pieces of sector focused skills leadership work.
4. Activities include:
  - undertaking research and engaging with industry and other stakeholders to understand market opportunities and supply-side barriers to growth and where there is a need and demand for intervention by the LEP
  - designing and costing policy interventions
  - bringing forward interventions either via direct commissioning or procurement within approved budgets or by influencing partner activities including supporting the development of a pipeline of investible propositions for local growth funding and other sources; and
  - supporting the development and implementation of performance management arrangements including KPI reporting to LEP Board(s).
5. Supporting the implementation of the West Midlands Local Industrial Strategy, working with other LEPs and the West Midlands Combined Authority, as required.
6. Support senior LEP officers and the LEP Board by:
  - providing research, analytical, policy and project support
  - providing briefing notes, speeches, reports and presentations
  - supporting high profile events, meetings, visits and delegations
  - supporting LEP Board and Sub Board and officer meetings as required including preparation of agendas, reports and decision and action notes
  - facilitating Task & Finish activities as required
  - engaging with maintaining effective working relationships with key stakeholders across industry, other private sector, local government and other public and education sectors; and
  - representing the LEP on committees and steering groups as required.
7. Supporting the deployment of LEP funding in accordance with the LEP's finance and procurement policy and rules of grant - securing high quality legal and technical advice as required.
8. Providing support to key GBSLEP skills initiatives, such as the GBSLEP Skills and Apprenticeship Hub, and key sector leads within the LEP to maximise the positive impact of relevant employment and skills initiatives.
9. Developing new pieces of GBSLEP policy and related initiatives to expand and improve the skills offer of the LEP. Providing innovative thinking, ideas and solutions to bring and develop new ways of LEP working within the skills arena.

**PERSON SPECIFICATION**

<b>Personal Attributes required</b>	<b>Essential (E) or Desirable (D)</b>	<b>Method of Assessment</b> <b>AF = Application Form</b> <b>I = Interview</b> <b>P = Presentation</b> <b>C = Certificate</b>
<b>Knowledge</b>	Knowledge and understanding of sub-national economic growth and industrial strategy policy and the role of Local Enterprise Partnerships (LEPs). (E)	AF, I
	Knowledge and understanding of national skills policy and associated interventions. (E)	AF, I
	Awareness and understanding of the West Midlands skills environment, the key players and policy interventions. (E)	AF, I
<b>Qualifications / memberships</b>	Degree in relevant discipline or equivalent or substantial experience in related field. (E)	AF, C
<b>Work experience</b>	At least 2 years' experience of undertaking policy research and/or policy development and designing policy interventions (E)	AF, I
	Experience of one or more of the following areas - business productivity and innovation; low carbon technologies and services; advanced manufacturing (including food and drink processing and manufacturing); higher level skills; or place-making (D)	AF, I
	Experience of inter-agency/organisation working (E)	AF, I
	Experience in an advisory / support capacity to senior leaders (E)	AF, I
	Experience of working to strict deadlines and managing workloads in a demanding and intense environment (E)	AF, I
	Experience of public sector commissioning and grant regimes (D)	AF, I
	Experience of performance management and achieving effective outcomes (D)	AF, I
	Experience and understanding of European Social Fund programmes and their delivery (D)	AF, I
<b>Attitude / Behaviours</b>	Ability to maintain productive and collaborative working relationships at strategic and operational levels (E)	AF, I
	Ability to analyse and interpret complex and varied data and intelligence to prepare clear and concise reports, briefings and presentations (E)	AF, I, P
	Ability to manage, co-ordinate and process complex and competing workloads to tight deadlines (E)	I

	Ability to communicate effectively, both verbally and in written form (E)	AF, I, P
	Ability to professionally represent the LEP at external meetings / events (E)	I
	Ability to work within pre-determined budgets (E)	AF, I
	Ability to work on your own initiative or as part of a team (E)	AF, I
	Ability to produce high quality work in a fast moving environment (E)	AF, I