North of Tyne Combined Authority
Job Description

NORTH OF TYNE

COMBINED AUTHORITY

Post Title: AEB Policy Officer (A4401)

Evaluation: 586 Points **Grade:** N9

Responsible to: Head of Inclusive Growth

Responsible for: N/a

Job Purpose: To lead the development and implementation of innovative and effective policy advice in relation to Adult Education, Skills and Employability to the North of Tyne Combined Authority.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To develop, update, review and maintain the key policy and strategy documents and frameworks including research frameworks and providing training and briefings as required.

2. To keep up-to-date with local, regional, national and international developments, advising Members, senior officers and partners on these and developing and refining approaches accordingly.

3. To identify, develop, manage and deliver significant research, information and consultation projects for the Combined Authority.

4. To collect, analyse, interpret and report very varied and complex qualitative and quantitative data to a wide range of audiences in an accurate, confidential and secure manner and provide appropriate advice and guidance as required, including on relevant legislation.

5. To develop, support and promote good working relationships, understanding and participation between services, Members, partner organisations and the wider community.

6. To lead on appropriate funding and investment programmes where appropriate.

7. To lead the development and maintenance of effective partnership working and

8. positive working arrangements with other organisations to assist in the delivery of priority outcomes.

9. To lead specific delivery projects and manage ongoing programmes of work as required.

10. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.