

North East Local Enterprise Partnership Job description and Person specification

Job Title:	Economic Policy Co-ordinator
Service:	North East Local Enterprise Partnership (North East LEP)
Responsible To:	Head of Strategy and Policy, North East Local Enterprise Partnership
Host Employer:	North East Combined Authority
Salary:	Grade 9: £31,371 to £34,788

This post is offered as a fixed term appointment, initially for a two year period, with extension subject to availability of funding. It is a jointly funded post, hosted by the North East LEP, with support from the North of Tyne Combined Authority and North East Combined Authority.

Background

The North East LEP leads on the development and delivery of the North East Strategic Economic Plan (SEP), working closely with partners from all sectors. The LEP aims to ensure the ongoing development of a conducive public policy environment, informed by evidence and perspectives from the North East, which can support delivery of the SEP and its priorities.

The Strategy, Policy and Analysis team provides the focus for this work in the LEP Executive Team, in support of the LEP Board. Central to this work is joint working and convening of our partners to ensure that the region can be influential in priority areas of public policy. There is a strong current focus on Brexit, which will be a key current focus for the postholder, with other priorities being Industrial Strategy and future regional funding.

The postholder will develop and co-ordinate key public policy activities focused on agreed policy themes for the region working closely with regional partners, supporting the North East LEP Board and Senior Management Team. A key priority will be to co-ordinate the response to Brexit working with the cross-sector North East Brexit Group, ensuring that the work programme agreed by the Group is delivered effectively.

Purpose of role

1. Co-ordination of key public policy activities for the North East LEP working across the LEP Team and closely with economic partners.

2. Convening and support to key partnership groups established to take forward key public policy activities including the North East Brexit Group.
3. Co-ordination, commissioning and oversight of the delivery of work programmes and projects associated with key policy activities. These could range from the specification and oversight of key policy-oriented research and evidence projects to the commissioning of delivery action in response to policy initiatives, which may be delivered by other parts of the LEP team or by partners
4. Preparation of internal and external reports and submissions, provision of briefings and policy analysis and delivery of advice and support to members of the LEP Board and the Senior Management Team
5. Development of knowledge and support about policy and practice issues from a range of sources to support regional policy priorities including taking forward active partnership with regional partners, Government staff and other organisations.
6. Co-ordination of policy-oriented meetings and activities including roundtables, events and consultations.

Main Responsibilities

1. To co-ordinate processes to support the region to be influential in key public policy contexts working with other parts of the North East LEP and regional partners
2. To co-ordinate of the work of the North East Brexit Group and the delivery of its workplan
3. To work with key stakeholders and the LEP Executive Team to strengthen the shared understanding of the public policy agenda, with a key focus on Brexit in the first instance, and to support a strong, collaborative regional response
4. More generally, to develop and commission advice, briefings and other documents for the LEP and key regional groups which can aid understanding of public policy agendas and issues and make recommendations about responses
5. To commission and organize events and meetings to promote understanding of public policy agendas and issues and to interpret the findings of these activities into reports and submissions
6. To develop and manage public policy projects and activities to support the work of the North East LEP and its partners.
7. To support the public policy activities of other members of the LEP Team including the Board, SMT and Programme Managers
8. To secure financial and other resources to support public policy activities in the region
9. To work with the Head of Strategy and Policy and the LEP Communications team to disseminate key public policy activities including reports, submissions and projects
10. To develop a personal workload of public policy activities and publications in areas of expertise
11. To undertake other duties commensurate with this grade as directed by the Chief Operating Officer or Head of Strategy and Policy

Person Specification

Experience & Knowledge

Essential

1. High level of educational attainment, including a good first degree, or equivalent senior experience developing and delivering research and evaluation projects.
2. Demonstrable experience of working nationally, regionally or locally in knowledge focused roles.
3. A demonstrable understanding of the public policy and resource agenda with respect of the economic ambitions and priorities of the North East as articulated in the Strategic Economic Plan
4. Knowledge and understanding of the immediate and long term issues and impacts for the North east of England with respect of Brexit
5. A clear understanding of the national, international and sub-national institutional frameworks which influence and deliver these agendas
6. Demonstration of innovation, creativity and ambition in the leadership of public policy programmes and the development of policy projects
7. Experience in managing conflict and articulating coherent rationales for action.
8. Personally credible, with a professional demeanour that generates trust.
9. Experience of working in a responsive, flexible and targeted way.
10. A background of engagement with senior (Board-level) leaders and other professionals across a range of organisations and sectors

Ability and skills

1. Excellent stakeholder engagement skills and experience in working in strong collaborative relationships with partners from a range of backgrounds
2. Excellent communication skills including the ability to network and influence people and organisations
3. Skills in organizing events to communicate and consult on key policy issues and to progress policy agendas
4. Strong project management and co-ordination skills with the ability to define project aims, develop and oversee delivery plans, and ensure effective delivery
5. Ability to think and plan strategically, to inform the development of effective strategies to meet outcomes.
6. High-level writing and presentation skills, with the ability to communicate to policy audiences and to other audiences about policy issues.
7. Strong team working skills, with the ability to support others through information and advice.
8. Ability to operate effectively with a high volume workload and the ability to prioritise effectively.

Personal Attributes

1. Strong and open style that engages and inspires others.
2. Committed to working collaboratively – within the organisation and externally.
3. Commitment to equality of opportunity in all aspects of the role with partners.
4. High level of drive and motivation to deliver results.
5. Strong interpersonal skills.
6. Outcome and achievement focused.
7. Entrepreneurial outlook with the ability to identify and maximise opportunities and manage risks.

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