

Policy and Economy Adviser (Business Engagement)

**Part A:**

The following criteria (experience, skills qualifications) will be used to short list at the application stage:

**Essential**

- Experience of building and managing successful relationships and partnerships with employers and other stakeholders;
- Evidence of ability to deliver and exceed targets – with a structured approach to account and pipeline management;
- A good understanding of the key components to successful economic development;
- Excellent interpersonal skills with the ability to build inclusive relationships, lead, influence and motivate others with the ability to creatively problem solve and inspire confidence;
- Evidence of collaborative working with internal and external partners at a senior level;
- Detailed understanding of project and programme management tools and methodologies with a track record in project management.
- Evidence of strong monitoring and evaluation skills and the ability to interpret results to adapt strategy and deliver improvements in performance and impact;
- Experience of effectively managing of budgets;
- Experience of analysing complex information from a range of sources to identify gaps in programmes or policies;
- Ability to work to strict deadlines and a varying workload with competing demands; and
- IT Skills including thorough knowledge of MS Office applications.

**Desirable**

- Demonstrable evidence of knowledge and application of external funding terms and conditions, rules and regulations including Government / European and Other Funding sources;
- Degree level education or equivalent experience in economics and development, business development, economic regeneration or sales/marketing;
- Experience in developing and implementing accreditations or awards on behalf of a public sector organisation;
- Experience of producing specifications, project appraisals and implementing financial and output monitoring mechanisms;
- Experience of managing risk in the delivery of programmes and projects;
- Knowledge of local authority structures and processes; and

- Experience of policy and/or strategy development.

## **Part B**

The following criteria will be further explored at the interview stage:

- Strong communication and presentation skills;
- Track record of developing and delivering target driven engagement programmes and awareness raising campaigns;
- Approach to advising and influencing credibly at a senior management and leadership level;
- Approach to management of projects, working to strict deadlines and timescales and ownership of own performance;
- Approach to operating in a politically sensitive organisation;
- Experience and knowledge of the current policy setting for local government and combined authorities;
- Experience of working with multi-functional teams; and
- Commitment to personal learning and professional development.