

North of Tyne Combined Authority Job Description



Post title:	Policy and Data Officer	(A4401)
Responsible for:	N/A	
Evaluation:	586 Points	Grade: N9
Job purpose:	To lead the development and implementation of innovative and effective policy advice and data analysis 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 lead the information sharing, information security and data protection requirements; including policy development, implementation and review of Information Sharing Agreements across the partnership and partner organisations.
6. To lead the strategic development, co-ordination and governance for research and analytical functions in relation to Adult Education, Employability and Skills across the Combined Authority.
7. To develop, support and promote good working relationships, understanding and participation between services, Members, partner organisations and the wider community.
8. To lead on appropriate funding and investment programmes where

appropriate.

9. To lead the development and maintenance of effective partnership working. And positive working arrangements with other organisations to assist in the delivery of priority outcomes.
10. To lead specific delivery projects and manage ongoing programmes of work as required.
11. To promote and implement the Combined Authority's Equality and Diversity Policy in all aspects of employment and service delivery.