

Job Description

Post title	Executive Policy Officer
Grade	N9
Directorate	Operations
Team	Policy, Planning & Performance
Reporting to	Principal Strategy & Policy Lead
Responsible for	N/A

Job Purpose

The Executive Policy Officer plays a key supporting role within the Policy, Planning & Performance Service, providing high-quality policy, analytical and coordination support to the Principal Strategy & Policy Lead and the wider team. The postholder will help translate strategic priorities into clear analysis, insight and deliverable actions, ensuring the Mayoral Strategic Authority (MSA) is equipped with robust evidence, well-crafted advice and effective cross-organisational coordination.

Working across the full breadth of the MSA's responsibilities - from economic growth, transport and skills to housing, net zero and public service reform - the role contributes to coherent, organisation-wide strategy and policy development, supporting the delivery of the Mayor's agenda across the whole place.

Duties and responsibilities

Policy Development & Analysis:

- Policy research - Undertake evidence gathering, data analysis and policy research to support the development of cross-cutting strategies and policy proposals.
- Drafting policy products - Prepare high-quality briefings, reports, discussion papers and presentations for senior officers, the Mayor and Cabinet.
- Horizon scanning - Monitor national policy developments, devolution announcements, sector trends and emerging risks, summarising implications for the region.
- Support the development of policy frameworks, delivery plans and outcome measures that reflect strategic priorities.

Strategic Planning & Corporate Insight:

- Assist in the preparation of strategic insight, analysis and forward-looking briefings that inform senior decision-making.
- Contribute to the development and maintenance of corporate strategies, ensuring alignment across portfolios.
- Work closely with colleagues in Planning & Performance to ensure policy and strategy are integrated into corporate planning cycles.

Performance & Fiscal Support:

- Support the production of quarterly, six-monthly and annual performance reports by collating data, analysing trends and drafting narrative insights.
- Assist in preparing the organisation's responses to major fiscal events (e.g. Spending Reviews, Spring/Autumn Statements), including rapid evidence collation and initial analysis of national announcements.

Cross-Organisational Coordination:

- Work across directorates to gather intelligence, align workstreams and ensure consistent policy messaging.
- Support the operation of cross-MSA policy networks and working groups, including preparing agendas, papers and action tracking.
- Help ensure coherence between programmes that sit in different professional domains.
- Contribute to continuous improvement of policy processes, tools and templates.

Stakeholder Engagement & Partnership Support:

- Develop strong working relationships with colleagues across the MSA and external partners, helping to coordinate and strengthen the organisation's engagement with its key stakeholders.
- Support senior officers in preparing for external meetings, negotiations and policy discussions.
- Act as a first point of contact for routine policy enquiries and information requests.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained, and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East MSA has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification: Executive Policy Officer

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	Degree or equivalent, ideally in a relevant field such as public policy, politics, economics, social sciences or a related discipline.	- Postgraduate qualification in public policy, public administration, economics, social research or a related field. - Evidence of continuous professional development relevant to policy, analysis or public administration.
Experience	- Experience working within, or in close partnership with, political, governmental or wider public sector environments. - Policy research experience - Experience gathering, analysing and synthesising evidence to inform high-profile policy or strategic work. - Briefing and report writing - Experience producing clear, concise and well-structured written products for senior audiences. - Experience working across teams or organisations to coordinate information, align work and support shared objectives. - Experience managing multiple tasks or small projects in a fast-paced environment.	- Experience supporting senior officers and/ or senior political figures. - Experience contributing to corporate planning, performance reporting or strategic insight work. - Experience working on devolution, regional governance or public service reform.
Skills and Knowledge	- Public policy understanding — Knowledge of how public policy is developed, how government works, and how national policy changes affect local and regional bodies. - Strong analytical skills, with the ability to interpret complex information and present it clearly. - Excellent written and verbal communication skills, with the ability to explain complex issues in accessible terms.	- Devolution knowledge — Understanding of English devolution, combined authorities or regional governance structures. - Ability to use analytical tools or software to support evidence-based policy work. - Knowledge of economic, social or environmental policy relevant to the MSA's portfolios.

	• Strong organisational skills, including the ability to prioritise competing demands and maintain accuracy under pressure. • Ability to build effective working relationships with colleagues, partners and stakeholders. • Good understanding of the role of evidence, data and performance information in informing policy and strategy.	
Personal Qualities	• Curious, proactive and willing to take initiative in progressing work. • Politically aware, with the ability to work impartially and professionally. • Collaborative, open and committed to supporting colleagues and contributing to a positive team culture. • Adaptable and comfortable working in a dynamic policy environment with shifting priorities. • Committed to public service, continuous improvement and high-quality work.	• Confidence in presenting information to groups or senior audiences. • Ability to identify opportunities for improvement in processes, tools or ways of working.
Additional Requirements	• Ability to work flexibly, including out-of-hours commitments linked to governance or reporting cycles. • Willingness to travel within the region and to external meetings as required.	