

Job Description

Post title	Policy and Economy Advisor (Ports and Offshore Wind)
Grade	N9
Directorate	Economic Growth and Innovation
Team	Clean Energy and Environment
Reporting to	Programme Manager (Clean Energy Strategy)
Responsible for	Not applicable

Job Purpose

To lead the development and implementation of innovative and effective policy and research initiatives for the North East Mayoral Strategic Authority (North East MSA).

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- To work in partnership with North East MSA, local authority leads and wider partners to develop, update, review and maintain key research, policy and strategy documents and frameworks, providing briefings and training as required.
- To keep up to date with key local, regional, national, and international developments, advising the Mayor, Members, senior officers, and partners on these and developing and refining approaches accordingly.
- To work with the North East MSA's leads to 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.
- To support the development, delivery and promotion of partnerships and associated funding programmes. To manage and maintain good working relationships, understanding and participation between local authorities, the Mayor, Members, partners, stakeholders and the wider community.
- To lead the development and maintenance of partnership working and engagement with other organisations to assist in the delivery of priority outcomes, including effectively informing, and promoting strategies to relevant stakeholders.

- To identify, develop, manage, and deliver significant policy, research, information and consultation projects for the North East MSA.
- To establish, coordinate and support project management arrangements to ensure the successful implementation of assigned projects in accordance with agreed objectives, timescales, risk, issue, financial and performance management metrics.
- To report progress and project outcomes to the North East MSA's management and governance structures.
- To promote and implement the North East MSA's Equality and Diversity Policy in all aspects of employment and service delivery.

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 a 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: Policy and Economy Advisor (Ports and Offshore Wind)

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 and/or equivalent experience of working in partnership development or project management in a clean energy policy environment, preferably with a focus upon offshore wind and ports.	- Post graduate qualification in a relevant discipline. - Project Management qualification (Prince2 or similar).
Experience	- Experience working in a policy advisory, or analytical role focused on clean energy, offshore wind or ports. - Experience in developing complex policy analysis in the context of clean energy issues. - Experience in stakeholder engagement and collaboration with the public, private and community sectors.	- Experience of partnership management and delivering clean energy partnership projects. - Experience of working within the structure and functions of local government and/or combined authorities.
Skills and Knowledge	- Excellent written and verbal communication skills, with the ability to translate complex technical information into clear, actionable insights for policy makers and non-technical audiences. - Good understanding of clean energy, including offshore wind and ports policy. - Ability to think strategically about the implications of policy choices for growth and jobs. - Strong organisational skills, with experience in managing or supporting multiple projects concurrently. - Ability to manage relationships with a wide range of stakeholders.	Knowledge of the North East MSA vision and priorities, including on offshore wind, ports and energy transition.

Personal Qualities	• High level of integrity and professionalism. • Adaptability and willingness to embrace change. • Committed to the principles of equality and diversity.	
Additional Requirements		