

Job Description

Post title	Principal Health and Employability Policy Manager
Grade	SM1
Directorate	Skills, Inclusion and Public Service Reform
Team	Health and Employability Team
Reporting to	Head of Health and Employability
Responsible for	Health and Employability Policy Officers

Job Purpose

To prepare health and employability strategy and policy on behalf of the North East Combined Authority (North East CA) with the aim of achieving moving more people into employment and economic activity through the pledge to make the North East the Home of Real Opportunity..’ You will be expected to provide impactful strategic and policy input by developing and maintaining close links with stakeholders. You will also be required to line manage a team.

Duties and responsibilities

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

- Developing health and employability policies and strategies, ensuring that they align with the New Deal for North East Workers (NDfNEW) Plan North East Mayor’s pledges, vision and objectives and are delivered on time and in budget.
- Applying project management principles and techniques to the development of strategies and policies, ensuring that risks are identified and monitored and deadlines are adhered to.
- Making best use of data and research to inform strategy and policy development.
- Monitoring and reporting on progress of adopted plans, strategies and policies and set targets.
- Developing and maintaining strong relationships with critical stakeholders, both internally and externally, in order to ensure the successful delivery of policy positions.

- Monitoring budgets and ensuring the effective use of financial resources within the budget available.
- Assuming line management duties for a number of team members, ensuring that you provide them with advice and support as necessary to enable them to be effective in their role.
- Undertaking procurement exercises and managing contracts with external suppliers, as and when required, to inform strategy and policy development.
- Providing strategic insight and advice to senior management, including Head of Health and Employability and the Assistant Director of Health and Employability.
- Contributing to and influencing national policy and ensuring a national platform for the North East.
- Producing timely and informed advice, briefings and reports to a range of audiences including, but not limited to, Senior Management, Advisory Boards and Cabinet.
- Representing the North East CA at local, regional and national meetings and events.
- Coaching and mentoring of more junior staff as required.
- To promote and implement the Combined Authority's equal opportunities policies 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 CA 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 CA 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**

This post is not designated as a politically restricted post in accordance with the requirements 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

Job Title: Principal Health and Employability Policy Manager

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 in a relevant discipline or relevant experience.	Evidence of continued professional development
Experience	- Demonstrable experience of writing health and employability strategies and policies - Demonstrable experience of presenting content to a range of audiences including senior management and the public - Demonstrable experience of adopting a creative approach to problem solving - Demonstrable experience of working with government, think tanks and partners on shaping national policy	- Experience of line management - Experience of budget management - Experience of procuring suppliers and managing contracts - Experience of coaching and mentoring team members
Skills and Knowledge	- Ability to think analytically and strategically and provide appropriate challenge - Awareness of National government employment and skills policy and priorities - Understanding and knowledge of the working of local government - Awareness of transport opportunities and challenges in the North East area - Good understanding of project management processes - Excellent organisation skills, to plan the use of people and resources to meet deadlines - Demonstrable leadership skills - Demonstrable knowledge of health and employability policy and strategy	

	• Excellent verbal and written communication skills • Ability to monitor and control budgets • Excellent IT skills	
Personal Qualities	• High level of integrity and professionalism. • Adaptability and willingness to embrace change. • Proactive and results orientated approach. • Committed to the principles of equality and diversity.	