Job Description

Post title	Health and Employability Policy and Strategy Officer
Grade	N9
Directorate	Skills, Inclusion and Public Service Reform
Team	Health and Employability
Reporting to	Principal Health and Employability Policy Manager
Responsible for	Not applicable

Job Purpose

To input into the development of health and employability strategy and policy on behalf of the North East Mayoral Strategic Authority (North East MSA).

Duties and responsibilities

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

- Inputting into the development of health, employment policies and strategies, ensuring that they align with the New Deal for North East Workers (NDfNEW) Plan aims and aspirations and are delivered on time and in budget.
- 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.
- Working with suppliers to ensure strategies and policies are professionally designed and formatted.
- Developing and maintaining strong relationships with stakeholders, both internally and externally.

- Undertaking procurement exercises and manging contracts with external suppliers, as and when required, to inform strategy and policy development.

- Producing timely and informed advice, briefings and reports to a range of audiences including, but not limited to, Senior Management, Heads of Employment and Skills, Home of Real Opportunity Board and Cabinet.

- Representing the North East MSA at local and regional meetings and events.

- Coaching and mentoring of more junior staff as required.

- To promote and implement the MSA'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 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**

  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: Health and Employability Policy and Strategy 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 in a relevant discipline, or relevant experience.	• Membership of relevant professional body • Evidence of continued professional development
Experience	• Demonstrable experience of writing employment and skills strategies and policies • Demonstrable experience of forming strong working relationships with stakeholders • Experience of adopting a creative approach to problem solving	• Experience of procuring suppliers • Demonstrable experience of presenting content to a range of audiences including senior management and the public
Skills and Knowledge	• Ability to think analytically and strategically • Awareness of National Government employment and skills policy and priorities • Good understanding and knowledge of the workings of local government • Awareness of work and health opportunities and challenges in the North East area • Demonstrable knowledge of employment and skills policy and strategy • Excellent IT skills	• Good understanding of project management processes. • Experience of using project management techniques to manage projects • Knowledge of coaching and mentoring techniques

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.	
Additional Requirements	The role will involve travel around the region, therefore a full driving license and access to a personal vehicle will be advantageous.	