Project Officer – Policy and Partnerships Team

Grade 9

Our Vision

The Midlands is a region of pioneering minds, thriving industry, great beauty, inspiring heritage and incredible people. Our region is a place of vibrant cities, bustling towns, flourishing rural areas and welcoming communities. From Shropshire in the west to Lincolnshire in the east, from Derbyshire in the north to Herefordshire in the south, we are the beating heart of the UK.

The Midlands Engine convenes a wide range of partners, from small businesses and universities, to global multinationals, public sector bodies and government agencies, bringing voice and vision to the Midlands. We provide crucial focus and connection so that, together, we can act now with commitment and purpose to drive economic prosperity for the nation and for the benefit of our region’s places, people and future. And now, we’re looking for dedicated, skilled people to be part of that future.

Reporting Relationships

Responsible to: Midlands Engine Head of Policy and Partnerships

Responsible for: Not applicable

Key Accountabilities:

1. Be responsible for producing high-quality policy analysis and written outputs, undertaking research to inform policy development and decision-making. challenges in economic growth across the Midlands.
2. Supporting the development and implementation of partnership activity, including our engagement activity, events and bringing together regional groups around our key policy areas.
3. Support the planning and delivery of partnership led programmes, taking responsibility particular elements (within the appropriate timescales and available resources) and directing the contribution of colleagues and partners.
4. Undertake research and strategic intelligence gathering to support the investigations undertaken by the Midlands Engine Senior Leadership Team including analysis, interpretation, presentation and dissemination of information.
5. Co-ordinate the meeting management arrangements for the Midlands Engine Executive and Partnership Boards and other high level meetings including agenda management and minuting of meetings.
6. Build effective working relationships and provide high quality advice and support to Leaders, external partners and stakeholders in relation to the Governance arrangements and forums supported by the team.
7. Develop and implement effective mechanisms for encouraging the voice of the stakeholders and partners in the meetings supported by the team.
8. Undertake a quality assurance role in regard to the operation and development of the team’s functions to ensure effective links to the Midlands Engine strategies and business plans.
9. Identify and promote recognised best practice, either internal or external, that if implemented would deliver improvements to the service provided by the team.
10. Assist in the implementation of the Midlands Engine business continuity procedures.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Midlands Engine objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the ME climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Degree level qualification or recognized equivalent | A |
| **employer_small** | **Knowledge and Experience**   * At least one year’s experience of working directly with local authority members, senior officers and partners * A thorough understanding of constitutional and governance matters in local government or equivalent * Clear understanding of the mechanism for evaluating the impact of the activities undertaken within the Midlands Engine Scheme of Delegation * Experience of designing and delivering stakeholder and officer events and training & development opportunities * Ability to understand complex issues & draw out meaningful & relevant conclusions & proposals * Ability to challenge and enquire, whilst maintaining effective relationships * Ability to work effectively with Leaders, Directors & senior staff & to gain & retain their confidence & trust * Strong political awareness and negotiation skills | A  A  A & I  A & I  A & I  A & I  A & I  I |
|  | **Skills**   * Strong analytical and critical thinking skills. * Excellent influencing and persuasive skills * Evidence of sound judgement skills in providing solutions on complex issues * Evidence of successful communication skills particularly with Leaders and officers of different seniority, partners and the public presence * Evidence of ability to work with minimum direction collaboration * High level of interpersonal/people skills * Politically sensitive, diplomatic and astute * Excellent ICT skills   This post is designated as a casual car user | A & I  A & I  A & I  A & I  A & I  A & I  I  A & I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting [**Gayle.Aughton@mildandsengine.org**](mailto:Gayle.Aughton@mildandsengine.org)

**Shared Services on 01905 947446**