

Job title Policy Manager  
Grade 12 £52,571  
Contract: Full time permanent - subject to  
Government funding

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

The Midlands Engine Partnership is a unique and powerful collaboration, bringing together a breadth and depth of expertise, investment, and commitment from



across the region. Each partner is already focused on driving inclusive and sustainable growth of the regional economy. Together, we make sure the Midlands voice is heard and act as a positive agent for economic, social, and environmental change, to benefit every single part of our region. We do this through shared intent, collaborative investment, and a strong, unified voice directed to private sector decision-makers and investors – and to government and shadow government stakeholders whose priorities and agendas can create tangible opportunities for our region.

## Reporting Relationships

### **Responsible to: Director for Policy and Partnerships**

**Responsible for:** 1 x PM Grade 10 1 x PSO Grade 9 and 1 x Graduate Trainee. Additional matrix management of secondees, partner project staff, and commissioned suppliers is a key element of the role.

## About the Role

The Policy and Partnerships team works closely with other corporate colleagues to provide wider policy and strategy support

The Policy and Partnerships team works in synergy with the Midlands Engine Observatory team and other corporate colleagues, to create impact through regional research to support evidence-based policy decision making . This post plays a lead role in supporting the Director of Policy and Partnerships and Chief Executive of the Midlands Engine to lead, develop, and implement policy matters within the Midlands Engine business plan in collaboration with senior stakeholders from across the region.

The Policy and Partnerships Manager plays a pivotal role in supporting the Director of Policy and Partnerships to lead and manage the team and ensure a strong and effective policy function at the heart of the Midlands Engine secretariat.

### **The post has the following specific responsibilities:**

1. Take the lead on policy matters related to Midlands Engine Business Plan priorities. This includes co-developing these priorities through partner forums.





2. Assist in shaping the future policy direction, contributing to the formation and delivery of partnership policy priorities. This involves:
  - a. Demonstrating the region's potential and opportunities to investors and national policymakers with robust evidence.
  - b. Identifying how industry, government, and other stakeholders must collaborate to unlock this potential, specifying areas of joint action/policy asks.
  - c. Identifying necessary government/ private sector decision maker support.
  - d. Supporting partnership activities to convey a strong regional voice to the government.
3. To review, analyse, and strategically advise on regional research (data, intelligence, and policy) to support and inform evidence-based policy decision-making in the Midlands Engine across all Business Plan priority areas. This will require close working with the Midlands Engine Observatory and reporting to the Midlands Engine SLT
4. Ensure seamless interaction between different priority policy areas, maintaining oversight and, when possible, consolidating efforts for greater impact.
5. Serve as the convener of relevant policy working groups under the direction of the senior leadership team and represent Midlands Engine in various policy forums, engaging with civil servants, stakeholders, and other interested parties as required.
6. Cultivate and sustain relationships at an operational level with Midlands Engine constituent partners/stakeholders and maintain key regional/national policy contacts in external organisations.
7. To include responsibility for oversight of horizon scanning emerging trends, consultations and policy developments to ensure that risks/opportunities are understood, and regional perspectives are considered in relevant national forums/consultations.
8. Provide strategic policy advice, while also offering challenges and support to the Director of Policy and Partnerships, Chief Executive, SLT, senior stakeholders and officials in formulating partnership strategy and overseeing its implementation.

9. Provide a comprehensive project management approach in the development of approved projects in the pursuit of outcomes for partners.
10. Provide a comprehensive project management approach in the development of approved projects.
11. Lead a Policy Team which brings together internal and external resources across Business Plan priority areas including Green Growth, Health, Digital, and Food. The Team feeds policy priorities into Global and Investment.

This post is designated as a casual car user

**Person Specification**

A = Assessed at Application  
 I = Assessed at Interview  
 T = Assessed through Test

Minimum criteria for Two Ticks	Criteria	Measured by
	<p><b>Qualifications/professional membership</b>                      A degree level qualification and/or relevant experience in the relevant work areas,</p>	A/I
	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Senior experience in corporate policy and strategy development and implementation</li> <li>• At least 3 years’ experience in leading and managing people</li> <li>• Significant understanding of the national policy and reform agenda and challenges and opportunities for regional partners</li> <li>• Track record of delivering corporate projects effectively in a partnership setting</li> </ul>	A/I



	<ul style="list-style-type: none"> <li>• Significant programme/project management experience.</li> <li>• Substantial experience in leading strategic partnerships relationships working and developing and implementing with others</li> <li>• Experience in working effectively in a political environment with sound political judgement</li> <li>• Substantial experience in leading work with multi-disciplinary stakeholders</li> <li>• Effective in commissioning and managing providers to secure the best value and quality delivery</li> </ul>	
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• A creative and innovative approach to policy and strategy development that inspires others</li> <li>• Demonstrate substantial programme and project management skills, preferably with proficiency in Prince2 .</li> <li>• communication skills that inspire confidence in stakeholders</li> <li>• Highly developed influencing and negotiating skills with a range of different stakeholders</li> <li>• Ability to work on own initiative, balance competing demands, and deliver effectively</li> <li>• Excellent leader and people manager that can create a high-performance culture</li> <li>• Well-developed organisational skills and an ability to deliver under pressure</li> <li>• A commitment to professional development</li> <li>• A commitment to equal opportunities</li> <li>• Willingness to travel and attend meetings across the region, including outside of core working hours</li> </ul>	A/I



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  
Talent & Resourcing Team 01785 278300