

## ROLE DESCRIPTION

<b>Job Title</b>	Director of Policy and Strategy
<b>Salary Band</b>	Competitive
<b>Reporting to</b>	LCRCA Chief Executive (Head of Paid Service)
<b>Responsible for</b>	Policy, Strategy, Evidence, Research & Intelligence, Engagement Team
<b>Political Restriction</b>	This post is politically restricted
<b>Abbreviations</b>	LCRCA- Liverpool City Region Combined Authority LCR- Liverpool City Region CA- Combined Authority

<b>1. Primary Purpose of the Post</b>
<p>The Director of Policy and Strategy provides effective leadership to the Policy and Strategy function. Working with and to commissions from Executive Directors, and collaborating and responding to colleagues across the organisation, the role ensures the CA has the right strategies and evidence to underpin strategic investment and delivery decisions.</p>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• With a future-focused and ambitious approach, lead innovative and creative development of new policies and strategies to support the Mayor and the LCRCA in achieving their goals; collaborating and convening within the CA, our Constituent Local Authorities, and external stakeholders to enable the City Region to reach its full potential</li> <li>• Leadership of the Policy and Strategy and Evidence, Research and Intelligence Services ensuring that the CA has robust priorities in place to inform investment and delivery approaches</li> <li>• Ensure evidence-based strategies are developed to meet the priorities for the Liverpool City Region. This will involve working with partners locally and sub-regionally, including local authorities, businesses and the voluntary and community sector understand the economic opportunities and social challenges for businesses and residents</li> <li>• Support the delivery of current and the development of future devolution ambitions</li> <li>• Provide strategic leadership and guidance to ensure strategies and frameworks to manage the performance of the organisation are effective</li> </ul>



- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally to ensure 'joined up' policy and practice in across areas of the city region
- To advise the CEX, Executive Directors, Metro Mayor and the LCRCA on significant policy developments and changes in the economic and social outlook for the city region

### **3. General Corporate Responsibilities**

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- Effective leadership and management of staff within a Service/group of functions, encouraging a continuous improvement ethos to develop outstanding services/functions, where value for money is delivered and where innovation can flourish.
- Foster a positive working and learning environment, including the health safety and wellbeing of all staff, whilst ensuring accountabilities and priorities are clear to services, teams and individual. Ensuring a proactive management of employee relations, performance, and attendance.
- Promote understanding of and adherence to LCRCA values by modelling appropriate behaviours and encouraging others to do likewise
- Contribute and lead on the preparation of corporate plans, risk register, budget management and resource planning for the areas of defined responsibility.
- Own and manage the defined budget for the function; ensuring regular review and monitoring and the proactive action is taken as required.
- Ensure effective performance management, actively engaging with Combined Authority's performance management framework, delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.
- Demonstrate the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken; promoting full consideration of the equality impacts of decisions on all the Protected Characteristics. Advance non-discriminatory practices in all aspects of work undertaken.
- Ensure compliance with legislation and Combined Authority policies and procedures in relation to governance including supporting the scrutiny process and the completion of the annual governance statement
- Be a proactive and collaborative member of the Combined Authority's Senior Leadership Team, providing expertise, advice, and guidance as required.



- Display organisational behaviours of LCR First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations outlined in the Combined Authority Leadership Charter.
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the Combined Authority Corporate plan.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- Work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns, and which foster social capital and resilient communities.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

## PERSON SPECIFICATION

**Job Title:** Director of Policy and Strategy

CRITERIA		
<b>Qualifications and Training</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Degree or equivalent level qualification in a relevant subject	<b>E</b>	<b>A</b>
Evidence and commitment to continuous professional and personal development	<b>E</b>	<b>A</b>
Leadership or Management Qualification	<b>D</b>	<b>A</b>

<b>Experience and knowledge</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Strong and varied record of achievement at a senior level in relevant complex political environments	<b>E</b>	<b>A, I, AC</b>
Direct experience of successful development of strategies in local/central government	<b>E</b>	<b>A, I, AC</b>
Significant experience of leading policy development	<b>E</b>	<b>A, I, AC</b>
Proven senior level experience of leading and motivating teams, providing direction within a culture of delivery, effective managing of performance and continuous improvement	<b>E</b>	<b>A, I, AC</b>
Experience of operating effectively and collaboratively as part of a senior team	<b>E</b>	<b>A, I, AC</b>
Experience of developing and maintaining effective strategic working relationships with a wide range of stakeholders, with integrity, credibility and influence	<b>E</b>	<b>A, I, AC</b>
Significant experience of strategic financial management including robust budget management with successful prioritising and targeting of resources	<b>D</b>	<b>A, I, AC</b>
Evidence of negotiating, influencing and providing advice to politicians, senior managers and partner organisations	<b>E</b>	<b>A, I, AC</b>
Understanding and knowledge of economic analysis and using that to develop or change policy	<b>D</b>	<b>A, I, AC</b>
An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships	<b>D</b>	<b>A, I, AC</b>
Understanding of key government policies and the policy making/legislative process	<b>D</b>	<b>A, I, AC</b>



<b>Skills, Abilities and Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice	<b>E</b>	<b>A, I, AC</b>
Able to deliver and lead others to prioritise work, working within a fast-paced environment providing a creative approach to problem solving.	<b>E</b>	<b>A, I, AC</b>
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way and to support politicians and media professionals to shape and project credible positions. In public environments	<b>E</b>	<b>A, I, AC</b>
Ability to analyse and interpret information and to use judgement in creating solutions to deliver complex pieces of work	<b>E</b>	<b>A, I, AC</b>
Ability to anticipate and understand the needs of the LCR CA and the city region and translate them into solutions and outcomes.	<b>E</b>	<b>A, I, AC</b>

<b>Commitment and Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
A commitment to follow and amplify the LCRCA agreed behaviours of LCR First, Respect and Action Focused.	<b>E</b>	<b>A, I, AC</b>
Demonstrates the highest levels of professionalism	<b>E</b>	<b>A, I, AC</b>
A commitment to providing a high-quality customer service and ensuring service standards are met across all areas of responsibility	<b>E</b>	<b>A, I, AC</b>
Demonstrates a commitment to Equality, Diversity and Inclusion	<b>E</b>	<b>A, I, AC</b>
Flexible approach to working hours and willingness to work flexibly as and when required	<b>E</b>	<b>A, I, AC</b>
Ability to attend meetings inside and outside the City Region	<b>E</b>	<b>A, I, AC</b>



**Note for Candidates:**

As part of our recruitment process, we will be using psychometric testing and stakeholder panels. Psychometric tests help us assess your cognitive abilities, personality traits, and job-related skills, ensuring a fair and unbiased selection.

Additionally, stakeholder panels, will provide diverse perspectives during the interview process.

These methods help us make well-rounded hiring decisions and find the best fit for both the role and our organisational culture

**Key to Assessment Methods:**

A - Application	I – Interview	P – Presentation	AC – Assessment
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