

## JOB DESCRIPTION

**TITLE:** Senior Policy and Partnerships Officer

**DEPARTMENT:** Chief Executive's

**DIVISION:** Policy, Communities and Engagement

**RESPONSIBLE TO:** Policy, Strategy and Partnerships Manager – Luton 2040

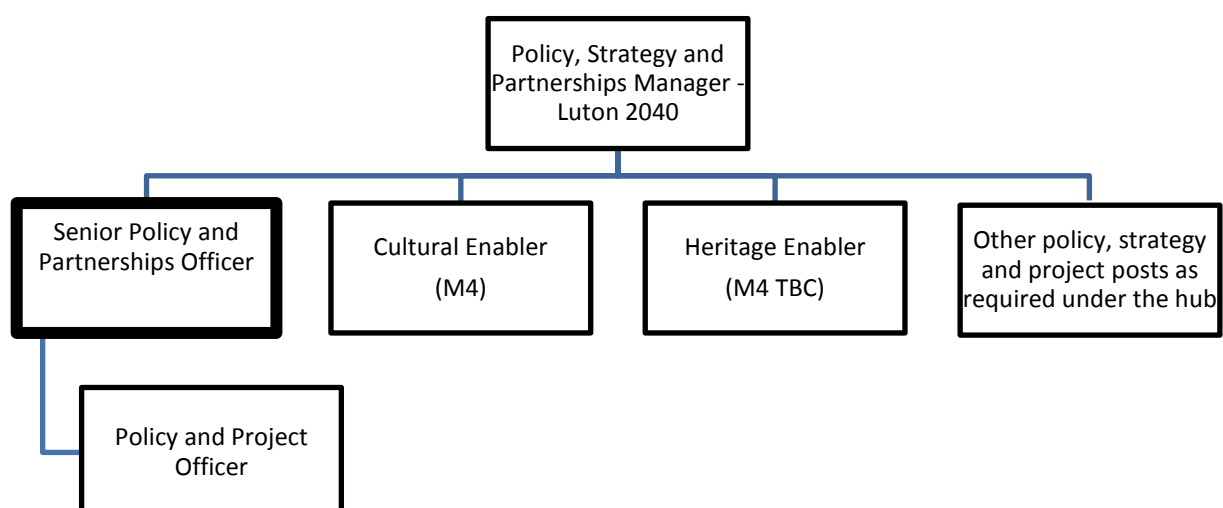
**GRADE:** M3

### PURPOSE OF POST:

Reporting to the Policy, Strategy and Partnerships Manager – Luton 2040, the post-holder will be responsible for assisting in the development and implementation of high-impact influencing and stakeholder engagement programmes, high level policy advice and information primarily with political and business audiences, to protect and enhance Luton's reputation and promote understanding of and support for the Luton 2040's objectives and strategic goals.

The post-holder will be responsible for identifying and initiating bids for appropriate sources of external funding that deliver against the Luton 2040 strategic goals and priorities.

### ORGANISATION CHART:



**PRINCIPAL RESPONSIBILITIES:**

**%**

1. Research, analyse and review complex policy issues relating to the delivery of the Luton 2040 strategy, identifying emerging issues, developing evidence based options, and recommended solutions to resolve problems and mitigate risks. Provide expert policy advice and information to the Luton 2040 Boards, the Policy, Strategy and Partnerships Manager and relevant stakeholders to facilitate the appropriate interpretation and implementation of policies and support. 20
2. Identify and influence a wide range of local and regional stakeholders, developing effective relationships and a detailed understanding of their key issues, with the objective of building a network of advocates and supporters for Luton 2040's objectives. Support senior staff and elected members with stakeholder engagement, and analyse, monitor, evaluate and report on the success of engagement and public affairs activity and its effectiveness. 20
3. Develop and foster relationships with central and regional government and their agencies and with professional bodies to represent and promote Luton's interests and influence on national policy matters relating to the delivery of Luton 2040. Lead on monitoring of the local, regional and national political environment and relevant developments in public policy, and produce timely internal briefing material and discussion papers to ensure Luton maintains a clear, coherent and consistent position on key policy issues. 15
4. Research and provide funding advice to Council senior managers on the potential sources of external funding and support council services as appropriate with bids for external funding to support the delivery of Luton 2040. Working collaboratively with relevant managers, prepare and co-ordinate compelling bids for external funding from the full range of funding bodies. Where applications are successful, coordinate the provision of monitoring and performance information to the relevant funding body in line with the format and deadlines prescribed by the programme, and provide management reports on funding performance and tracking of outcomes. Be aware of emerging issues and trends which might impact or benefit own or team's work, and develop an understanding of how the team's activity contributes to wider strategies and departmental priorities. 15
5. To research, develop and produce a variety of written communication materials to support the successful delivery of the stakeholder engagement/influencing programme, including speeches, briefings, publications, fact sheets and press releases, working collaboratively with the Communications and Marketing team. Contribute to the writing and editing of submissions to government, EU or regulator consultations and lead on the coordination and official response to all MP related correspondence. 10
6. Recruit, manage and support the role of Policy & Projects Officer. Carry out HR aspects such as appraisals, sickness, disciplinary to continually improve service performance, effectiveness and efficiency. 10
7. As required by the Policy, Strategy and Partnerships Manager – Luton 2040 work with colleagues to produce regular forward plans which summarise, schedule and co-ordinate future Luton public affairs and campaigning activities, announcements and other initiatives. Monitor, evaluate and report on the development and/or implementation of policies to identify issues 5

8. To manage and deliver a range of engagement events as part of Luton 2040's influencing and engagement programme, including visits and tours by key stakeholders, government ministers and other senior influencers. 5
9. The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

### **DIMENSIONS:**

#### **Supervisory Management:**

Policy & Projects Officer

#### **Financial Resources:**

Indirect contribution to growing £4.5 billion of investment in Luton over the next 20 years.

#### **Physical Resources:**

Normal office environment.

Some transport of and use of display stands.

#### **Other:**

n/a

### **CONTEXT:**

In 2040 Luton will be a vibrant town built on fairness, where people live good lives and achieve their aspirations. All potential is maximised and inequality is reduced.

A carbon neutral town, where no-one lives in poverty.

Luton is a town with great potential where recent inward investment is creating jobs and improving lives. But in 2019 poverty blights the lives and prospects of many residents and far too many children are growing up in poverty.

In 2018 Luton had the 7th highest child poverty in the UK at 46% , with the figure being 67% in Biscot Ward. Poverty is at the heart of most of the wicked issues the town faces.

Eradicating poverty from Luton by 2040 is a bold ambition. At Luton Council we are making this our primary objective and will align the complete work of the organisation around it. We will work with local people and organisations to do this together.

Achieving this goal will have benefits across the town – for local people, businesses, and public services such as education, health and police.

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We have already started to make a difference in Luton through our Luton Investment Framework (LIF), which is bringing £4.5 billion of investment to the town, up from the initial [2016] target of £1.5bn.

Luton's Inclusive Growth Commission has made clear valuable suggestions about how we can make sure everyone benefits from the local economy.

The council is leading the way with changes like making sure we buy locally – with a target that within five years, 70% of our spend will be to local businesses who make a commitment to recruit locally, develop their staff and pay a real living wage.

We will spearhead actions to make Luton a real living wage town so working people don't struggle to get by. And we're boosting skills and training and generating 15,000 good quality jobs to help more people find work. We are rethinking the town centre and making Luton an attractive place to work, live and visit.

This is a long term ambition, but that doesn't mean we don't move quickly. We are changing lives every day and don't want to waste a single day when we could be making an impact on poverty in Luton.

The Luton 2040 team is situated in the chief executive's department and acts as the corporate hub for realising our Luton 2040 vision which is the council's core strategic priority. The post holder will support the Head of Policy, Strategy & Partnerships in managing relationships internally and externally to realise and deliver the vision. The role requires positive working with colleagues in the team and across the organisation, to ensure consistent good practice and effective relationships across the council and the town as a whole. Evaluating and supporting effective stakeholder relationships are a key aspect of this role; alongside the ability to research and anticipate the external policy environment and connect that to a deep understanding of the council's work programme and strategies, in order to inform and influence our local impact. The post holder will also manage the policy & projects officer, in their activities to deliver events and projects which support the work of the wider team.

### **Physical Effort:**

The post holder may be required to transport, erect and dismantle display stands and other publicity-related equipment.

### **Working Environment:**

For agile working purposes, this post is designated as "Office Worker – Flexible" which means the post holder will be based in the same office for a large proportion of their time but have the ability to work from other bases or from home on occasion.

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### Person Specification: SENIOR POLICY AND PARTNERSHIPS OFFICER

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	In-depth experience of working within an external affairs, policy or other relevant role with experience and evidence of developing and delivering successful high-profile campaigns or strategic change.	1,2	Some local government experience	1,2
	Substantial experience of effective working with a broad range of partners and stakeholders from the government, business, the public sector and voluntary/community.	1,2		
	Experience in monitoring parliamentary business in order to identify opportunities to influence Parliament through contact with Members of Parliament and Peers.	1,2		
	Experience of writing successful bids from a variety of funding sources, in support of regeneration and skills.	1,2		
	Experience in researching funding opportunities in order to maximise opportunities to lever in additional funding to support delivery plans	1,2		
	Experience of line management and delegation of tasks and projects to deliver a programme of work.	1,2		

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<b>Skills/Abilities</b>	Able to work effectively with partners, demonstrating drive and passion to understand and achieve joint goals and objectives, sharing information and valuing others' experience and expertise.	1,2	In-depth of dealing with the media.	1.2
	Able to grasp and comprehend a situation, its component parts and implications, and find and organise practical and effective resolutions by making and acting on sound decisions.	1,2	Some knowledge of the aviation, transport and local government sector.	1,2
	Able to recognise patterns and trends in a wide range of evidence/data and draw key conclusions outlining costs, benefits, risks and potential responses.	1,2		
	Able to stand back and consider the strategic 'bigger picture' including setting the long term plan and delivering the vision for the way forward.	1,2		
	Strong organisational and interpersonal skills, including the ability to lead, manage and motivate people.	1,2		
	Excellent communication and presentation skills, including an ability to speak confidently and persuasively in public and produce high-quality written materials.	1,2,5		
	Ability to work under pressure and to tight deadlines on complex issues.	1,2		
	An ability to establish personal and professional credibility quickly with colleagues across Luton.	1,2		
<b>Equality Issues</b>	Demonstrable knowledge and understanding of equality issues and legislation and, in particular, how they impact on work with communities - able to integrate equality policies into business plans, strategies, service delivery and employment practices.	1,2		

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<b>Specialist Knowledge</b>	In-depth understanding of Westminster, Whitehall and local government, including the interface between local authorities, national government, political parties and opinion-formers.	1,2	In-depth knowledge of funding regimes, application guidance, match funding and programme management.	1,2
<b>Education and Training</b>	A relevant qualification or equivalent substantial relevant, verifiable experience of influencing, policy or partnership disciplines	1,2,4	Verifiable evidence of continuing professional development.	1,2,4
<b>Other Requirements</b>	Able to attend evening meetings and site meetings within the Borough and beyond (weekly)	1,2		

**(1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).