

Role profile

Job Title:	Policy Officer (18 month fixed term)	Grade:	9
Department:	WLA	Post no.:	68677
Directorate:	Chief Execs	Location:	Perceval House

Role reports to:	Assistant Director Economy, WLA
Direct reports:	None
Indirect reports:	Oversight of external contractors on small-scale commissioned research or policy projects

Job description

Purpose of role

This role is hosted by West London Alliance (WLA). WLA is a sub-regional local government partnership between the seven West London local authorities of Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow. WLA aims to build a more inclusive, more productive, more resilient, and more influential future for West London. We work across borough boundaries to deliver improvements for everyone that lives, works, learns, visits, and invests in West London.

Building on a strong foundation of programme delivery and subject-specific expertise and partnership working, the Leaders and Chief Executives of the West London boroughs have identified the opportunity for WLA to deliver a more structured set of activities and outcomes to increase external influence and economic impact. As part of this, we are looking for a new member of the team to join us to support our policy influencing work.

The focus of the role includes undertaking and overseeing research and analysis; coordinating, writing, disseminating and following up collective representations to Government and others and consultation and inquiry responses; and producing briefings, horizon scans and other material to support West London boroughs and their Leaders, Chief Executives and other elected Members and senior officers in raising West London's profile and influencing London and national policy.

The post will be line managed by the Assistant Director, Economy, but will work on issues across teams and themes within WLA. The post holder would be expected to work from the office for a minimum of one day per week, and to attend the office, other council premises and meetings and events across London as required.

Key accountabilities

The successful candidate will support us to influence the policy agenda and maximise our impact across our priority areas through:

- Identifying relevant opportunities to engage with Government, Parliament and opinion formers (e.g. government consultations, Select Committee inquiries) and then drafting, collating feedback on and coordinating responses.
- Drafting and coordinating letters to Ministers and other key decision-makers.
- Undertaking and publishing research and analysis directly, as well as working across our member boroughs and commissioned services.
- Producing policy briefings and horizon scans for Members and senior officers, including for key meetings, events and conferences and around key policy developments relevant to West London.
- Drafting communications materials and providing briefing to Members and senior officers so that they can tell a positive story about the contribution of West London.
- Identifying, collating and researching potential opportunities to secure external funding, and supporting subject matter experts in the team to take these up.
- Representing the West London boroughs at relevant internal and external meetings, forums, conferences and events, including presenting to different audiences, and deputising for senior colleagues as required.
- Carrying out other reasonable duties as may arise from time to time in relation to WLA's work.

Key performance indicators

- Meeting targets within personal action plans
- Contributing to successful delivery of service objectives and the team plan/strategy

Key relationships (internal and external)

- WLA Senior Leadership Team and Communications, External Affairs and Events Officer
- West London boroughs
- GLA
- Business groups at a London, West London and local level
- Government Departments, Parliamentary committees, Members of Parliament and their teams
- Education institutions in West London
- Other London sub-regional partnerships
- London Councils

Authority level

- No direct line management, however, responsible for oversight of external contractors on small-scale research and policy projects where requirements demand and resourcing allows.

Commented [MN1]: Had a go at this bit though not sure if it will make sense to HR

Additional Requirements

- n/a

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Essential knowledge, skills and abilities

1. Knowledge of the role of local authorities in London, the policy-making process at local, regional and national level, and the interrelationships between those levels.
2. An interest in and knowledge of the politics of London and of the UK.
3. Curiosity, and a willingness and ability to learn and understand the detail of new areas quickly.
4. Strong stakeholder management skills, able to build strong working relationships with a wide range of colleagues and stakeholders to help ensure that the WLA's priorities are clear and understood.
5. Excellent communication skills and the ability to communicate effectively – both in person and in writing – with a wide range of audiences.
6. A passion for local government and for London, as well as a desire to make a difference.
7. Comfortable working to short deadlines in a fast-paced environment.

Essential qualification(s) and experience

1. Experience working either in policy (within local, regional or national government, a think tank or similar organisation) and/or influencing (for example at a public affairs agency). Particularly, experience and / or professional networks in areas such as devolution, infrastructure, skills and employment, innovation and public services.
2. Experience or knowledge of, or interest in, identifying grant funding sources and preparing bids / applications.
3. Relevant degree, professional qualification or equivalent, or equivalent relevant experience.
4. Evidence of continuous professional development.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards