


Profile Title:	Senior Economic Policy Manager				
Reports to:	Assistant Director Policy				
Employee Management:	Up to 10 Employees	Grade:	11	Profile Ref:	96824
Purpose of the Post					
<p>This role will play a key role in the leadership of Sheffield City Region policy across city region partners and stakeholders.</p> <p>To lead evidence based policy development required in order for Sheffield City Region to substantially achieve growth. Specifically to ensure the SCR SEP is an ambitious and visionary strategy, underpinned by high quality research and data, enabling tactical policies and commissioning plans that translate the SCR vision for economic growth into an innovative, high quality and creative programmes realises the benefits and results for the Sheffield City Region outlined in the SEP, namely creating jobs, improving GVA and productivity and growing new businesses.</p> <p>To manage a team of policy officers including direct team management and matrix management of wider partners.</p>					
Responsibilities					
<ul style="list-style-type: none"> • Lead, direct and operationalise the strategic policy function of the SCR LEP and CA (and in time Mayors office). Lead the crafting of SCR Strategic Economic Plan (SEP) and policy propositions, liaising closely with other Assistant Directors to develop innovative service strategies, programmes, evidence based policies and plans, to enable the delivery of the SCR Strategic Economic Plan. • To be a credible and authoritative voice on SCR strategic economic and transport policy on a national stage, meeting Local Enterprise Partnership (LEP) and Combined Authority (CA) requirements including being a policy lead for the LEP Chair, Chair of CA (and in time the Mayor) and the Managing Director. • To have autonomy over the strategic policy aspects of the work programme and contribute to the work of the SCR in a way that ensures that appropriate Corporate, Management Team and Sectional targets are achieved. • To present to and lobby senior Government figures and others. This includes developing the strategic policy narratives, evidence base and pitch to support negotiations of the SEP programme and devolution deals with Whitehall officials to ensure SCR remains at the forefront of devolution and localised delivery. • To represent SCR on national policy and pan northern work and at the CA and LEP. To lead on the development of intra-city region strategies and policies, collaborating nationally and creating and seizing opportunities as appropriate. • To support the provision of all specialist advice and support ensuring all decision making leaders and officials have timely and high quality information to support decision making at the level of SCR. To advise on all aspects of policy, economic research, data and evidence. • To develop, utilise and interpret complex local and national data, evidence, performance information, intelligence and national / international best practice to support the development of strategies and service plans including developing internal systems, research, knowledge management and evaluative methodologies that are highly effective, efficient and compatible with, and complementary to, existing systems in partner organisations. • To ensure the SCR exploits all linkages across all policy areas to maximum effect to maintain SCR LEP / CA reputation and position as an innovator of national demonstrator programmes for businesses and residents. 					

- Lead the development and creation of new propositions to secure for the SCR CA / LEP either / or substantial financial investment or additional freedoms and flexibilities from Government.
- Develop and maintain knowledge of local and national regulations, policies and procedures which have implications for programme or service delivery, to satisfy internal and external demands.
- Preparing data, reports and papers as appropriate and to a high standard, suitable for wider audiences, including working with the sub-board structure of the SCR LEP and Combined Authority, preparing papers, agendas and minutes. Liaising with the appointed lead Leader, CEX and LEP Board member to ensure that work is undertaken in collaboration with the aim of achieving consensus working and maintaining good relations with LEP members and funding partners.
- Undertake budget management and financial planning in relation to the economic development specialism responsibility, setting budgets, appropriately allocating funds, authorising and monitoring income and expenditure. Reporting to the Board, funding partners and auditors on a regular basis.
- Keep abreast of wider national economic policy and transport developments as well as maintain knowledge of local, national and international regulations, policies and procedures to enhance the promotion and delivery of the SEP programme, to satisfy internal and external demands.
- Other tasks as directed by the Managing Director or Directors.

Education and Training	Measure	Rank
<ul style="list-style-type: none"> • Degree or equivalent Qualification • Evidence of recent continuous professional development • A higher degree or professional qualification • Recognised project management qualification 	A/C A/C A/C A/C	E E D D
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> • Substantial experience in relation to development of complex economic policy, including research and evaluation and implementation in a partnership environment. • Substantial experience in relation to development and delivery of investment policy and programmes and experience of defining and delivering specific measurable results to affect national policy change, ensuring approaches provide a strong rationale for change. • Demonstrable experience of working with and influencing senior business leaders and / or senior executives, elected members and central government to develop and negotiate policy and influence funding in pursuit of local objectives, including presenting professional advice and guidance. • Substantial successful experience of leadership of matrix teams of professionals and multi-disciplinary teams with demonstrable evidence of improved performance. • Significant experience of utilising data and performance information to inform policy and to make continuous programme improvements ensuring value for money in the delivery of SEP outcomes. • Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis. • Experience of working professionally to maintain relationships with challenging individuals, partners, officials and elected members. • Experience of presenting complex material to external stakeholders. 	A/I A/I A/I A/I A/I A/I A/I A/I	E E E E E E E E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> • Substantial knowledge of local and national strategies, policies and legislation relevant to the area of work, including emerging and changing issues particularly the challenges of growing the Sheffield City Region economy. 	A/I	E

<ul style="list-style-type: none"> Knowledge of the Green Book, and other relevant investment evaluation tools, such as WebTAG, economic evaluation and cost benefit analysis. 	A/I	E
<ul style="list-style-type: none"> Detailed knowledge of economic and transport policy to a high level of competency and proficiency. 	A/I	E
<ul style="list-style-type: none"> Significant knowledge of how results, benefits and outcomes related to economic policy and transport can be monitored, tracked and evaluated to the benefit of the SCR economy and how intelligence and data can be used to inform continuous programme development. 	A/I	E
<ul style="list-style-type: none"> Significant knowledge of resource management issues relating to programme or service planning and delivery including knowledge of management theory and practice and the impact on the performance of teams and the raising of standards 	A/I	E
<ul style="list-style-type: none"> Working knowledge of public procurement requirements, including driving value for money and service improvement through procurement. 	A/I	E
<ul style="list-style-type: none"> Knowledge of programme management techniques. 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Excellent verbal, presentation and written communications skills – in particular the development and articulation of concise clear reasoning and recommendations, skilled in producing quality documentation including reports, ensuring they are suitable for particular audiences. 	A/I	E
<ul style="list-style-type: none"> Excellent negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders. Particularly the ability to cut through complexity to give advice to decision makers. A positive influencer, facilitating partnerships in reaching agreement on contentious issues and reduce discord through proactive management and brokering. 	A/I	E
<ul style="list-style-type: none"> Ability to work at senior levels within an organisation and partnerships, sometimes in areas of tension and conflict with evidence of sound judgement and an ability to anticipate and plan for future developments and options 	A/I	E
<ul style="list-style-type: none"> Excellent and well developed management skills, to include an ability to think creatively and implement solution and outcome focussed problem solving with an ability to initiate and manage change through influence and collaboration 	A/I	E
<ul style="list-style-type: none"> Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem. 	A/I	E
<ul style="list-style-type: none"> Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision with sound analytical skills and ability to use data and information intelligently. 	A/I	E
<ul style="list-style-type: none"> Ability to act as an inspirational role model across a wide range of staff, partners and stakeholders in a dynamic and changing environment, leading others through changing established ways of operating to enable the delivery of high quality programmes in a complex and demanding partnership environment 	A/I	E
<ul style="list-style-type: none"> Ability to quickly pick up new areas of work to make a positive impact 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Executive Team. 	A/I	E
<ul style="list-style-type: none"> Able to demonstrate a high degree of accountability and integrity 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the values and behaviours of both the LEP and the SCR Combined Authority. 	I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E

