**Manchester City Council Role Profile**

**Policy Officer, Grade 7**

**City Centre Growth & Infrastructure Team - Growth and Development Directorate**

**Reports to: Sustainable Transport Lead**

 **Job Family: Policy & Governance**

**Key Role Descriptors**

Working within a support service or Centre of Excellence, the role holder will provide a high quality, professional service utilising expertise to support the resolution of complex issues to enable organisational stakeholders to deliver services in line with corporate aims and objectives.

**Key Role Accountabilities:**

Be a member of and contribute fully to a team supporting a range of services within a specific area of the Council, securing timely and effective support and advice for managers.

Deliver work-streams and projects commissioned by key stakeholders, acting as advisor in relation to service projects and strategy implementation to support the effective decision- making processes of the Council and to enable it to meet its legal obligations.

Ensure that work packages delivered are in line with organisational direction of travel and agreed policies / procedures, including consideration of Public Service Reform principles.

Provide robust and effective analysis of information, using outputs to inform work packages and advice to client services. Support the development and implementation of systems and processes which prioritise work requests based on meeting key corporate objectives.

Proactively assist the monitoring and review processes and procedures to ensure that key performance indicators are met and implement strategies and procedures to continually enhance the service.

Maintain competence in subject matter specialism, undertaking research and information gathering to ensure Council adopts and maintains best practice in areas of specialism, providing ad-hoc advice as required.

Roles at this level may be required to manage a range of assigned resources. Staff management duties may be either through direct line management (including appraisals,

performance management and other duties) or through matrix management of a virtual team of officers. The role holder will be expected to effectively coordinate resources to support the principals of ‘joined up’ response.

Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role portfolio:**

The City Centre Growth and Infrastructure Team drive the delivery of a wide range of projects and initiatives that support the regeneration and ongoing growth of the city centre. The team work to promote Manchester as a place to live, work and visit; facilitating development and investment in the city centre, and encouraging businesses to relocate here, supporting the creation of new jobs, homes, infrastructure, and amenities. The service works with a wide range of partners in the public and private sector, and other stakeholders, to ensure an integrated and comprehensive approach to achieving the Council’s growth objectives.

The role will work across the Infrastructure & Environment’s wide remit to set transport strategy for the whole city of Manchester, ensuring that the City Council’s strategic objectives for transport, sustainable economic growth, regeneration and zero carbon are met.

As part of a flexible pool of policy officers working across the full thematic responsibilities of the service, but with specific emphasis on transport, clean air, climate change and infrastructure policy and strategy.

The role holder will be responsible for the following:

Provide good quality and accurate advice that informs effective decision making by senior officers and Elected Members as they affect the authority’s policy priorities.

Develop good working relationships with colleagues in other services such as Policy, Research and Information, Planning and Neighbourhood Directorates, ensuring data collection and management and policy analysis that is connected to and reflects experience in delivery.

Strategic planning and policy for transport and other infrastructure to align with the Council and city region’s transport and other strategic objectives, in particular the Climate Change Action Plan, City Centre Transport Strategy and Manchester Active Travel Strategy and Investment Plan.

Provide support for transport strategy coordination and governance structures and meetings.

Support on related transport and infrastructure/energy related policy and project development such as electric vehicle charging infrastructure planning and investment coordination.

Assist on specific pieces of work, responding to the authority’s infrastructure and environmental policy priorities and the work programme managed by the Head of Infrastructure & Environment.

Support Principal and/or Senior Policy Officers in drafting clear and concise responses to infrastructure, energy and other policy related consultations, queries, and briefings.

**Policy Officer – Key Behaviours, Skills and Technical Requirements**

**Generic Behaviours: General / Manager**

* + We are proud and passionate about Manchester
	+ We take time to listen and understand
	+ We ‘own it’ and we’re not afraid to try new things
	+ We work together and trust each other
	+ We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication skills**: Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way and structures information to meet the needs and understanding of the intended audience.
* **Analytical skills:** Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.
* **Planning and Organising**: Excellent prioritisation skills, evidenced by targets setting for self and others to meet demanding timescales.
* **Problem solving**: Continually performs at high levels of achievement, demonstrating tenacity, energy and commitment to achieve desired results.
* **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework.
* **Strategic thinking**: Ability to contribute to the development, implementation and evaluation of strategy to shape future plans. Skills to develop measures and methods for monitoring and evaluating performance against the strategic plan.
* **Policy skills**: Ability to research innovative approaches and develop creative responses to policy challenges. Skills to develop and implement policies and strategies in a broad range of areas. Ability to design effective policy delivery and implementation frameworks and key performance indicators.
* **ICT Skills**: Skills to ensure the availability, integrity and accessibility of data through the use and application of appropriate data systems and tools. The ability to use the data to produce analytical reports to support policy formulation, where necessary.

**Technical requirements (Role Specific)**

* + Policy Development (essential): Demonstrable knowledge and understanding of policy issues impacting on Manchester’s future, including economic, social and environmental.
	+ Environmental Policy (desirable): Demonstrable knowledge of transport, environmental and sustainability issues facing major cities, for example relating to transport strategy, Planning, Highways, infrastructure, energy, or a related area.