

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Strategy and Operations	Job Ref Number:
Service Area: Strategy and Performance	Grade: 11

Job Title: Policy and Insight Manager

PURPOSE OF JOB:

To lead the Combined County Authority's policy development, research and strategic insight function, ensuring that the decisions taken by the Mayor, the Board and its committees, and the Corporate Leadership Team are underpinned by robust, impartial and timely evidence.

To own and continuously develop the Greater Lincolnshire evidence base, converting economic, social, environmental and spatial intelligence into policy positions, corporate and statutory strategies, and investment propositions that secure funding, powers and influence for Greater Lincolnshire and demonstrate the value of devolution to its residents and businesses.

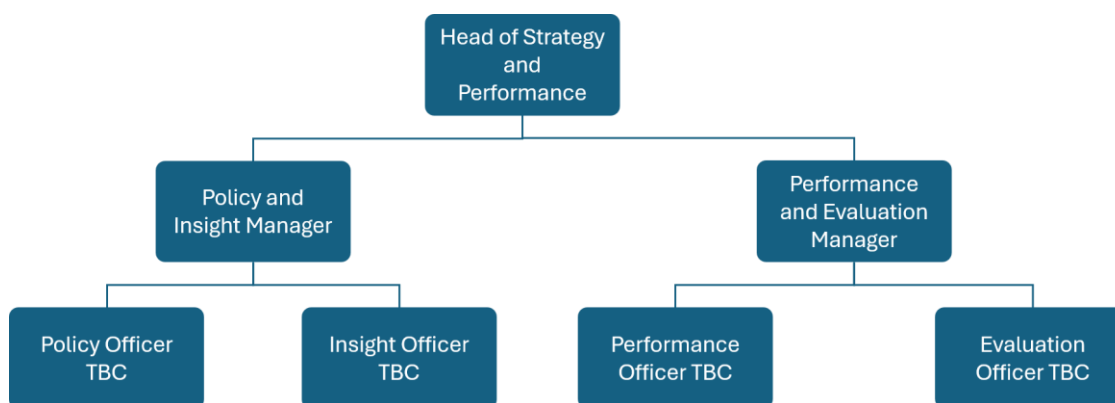
To manage a small multi-disciplinary team of policy, research and analytical staff, and to commission and quality-assure external research, ensuring that outputs meet recognised professional standards and are delivered at the pace required of a newly established strategic authority operating within a fast-moving devolution and local government reorganisation landscape.

The role will be required to:

- Act as the Authority's principal source of policy analysis and horizon scanning, interpreting Government legislation, policy and funding announcements and advising on the implications, risks and opportunities for Greater Lincolnshire.
- Lead the development, maintenance and publication of the Authority's evidence base, including an annual State of Greater Lincolnshire assessment and a suite of accessible data and intelligence products.
- Lead the research, drafting and negotiation of corporate and statutory strategies, policy positions, consultation responses and submissions to Government departments.

- Provide clear, concise and politically astute written and verbal briefing to the Mayor, Board members, the Chief Executive and the Corporate Leadership Team, frequently at short notice and on contested issues.
- Line manage, develop and quality-assure the policy and insight team, and commission and contract-manage external research within delegated budgets.
- Build and sustain effective working relationships with constituent councils, Government departments, business, education and research institutions, and the voluntary, community and social enterprise sector.
- Deputise for the Head of Strategy and Performance as required.

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | Lead the development, maintenance and publication of the Greater Lincolnshire evidence base, covering the economy, sectors, business demography, labour market and skills, transport and connectivity, housing, energy, the natural environment, and health and wellbeing. Own the production of an annual State of Greater Lincolnshire assessment and ensure the evidence base is version-controlled, transparent, reproducible and openly published where appropriate. |
| 2 | Lead systematic policy horizon scanning across Government departments, Parliament, regulators, research institutions and the wider strategic authority sector. Produce timely analysis of legislation, policy statements, spending announcements, consultations and machinery-of-government change, setting out the implications, options and recommended position for the Authority. |
| 3 | Lead the research, drafting and negotiation of the Authority's corporate and statutory strategies, policy positions, consultation responses and submissions to Government, working with internal service leads and |

4	external partners to ensure alignment with the Corporate Plan, the Local Growth Plan and the terms of the devolution agreement. Provide authoritative, impartial and politically astute advice and briefing to the Mayor, the Board and its committees, the Chief Executive and the Corporate Leadership Team, including written briefings, speaking notes, lines to take, presentations and Q&A materials, frequently to short deadlines and on contested or high-profile issues.
5	Design and deliver quantitative and qualitative research, analysis, modelling and forecasting to answer defined policy questions, applying recognised professional standards including the Code of Practice for Statistics, the HM Treasury Green Book and the Magenta Book, and ensuring findings are proportionate, defensible and clearly caveated.
6	Commission, specify, procure and contract-manage external research, consultancy and data services within delegated budgets, ensuring value for money, technical quality and compliance with the Authority's procurement rules, contract standing orders and financial regulations.
7	Lead the development of accessible analytical products including dashboards, area profiles, thematic briefings, interactive mapping and spatial analysis that make the evidence base usable by members, officers and partners, working with the performance function to maintain a single, consistent and trusted version of the data.
8	Lead the evidence, needs assessment and appraisal input to business cases, funding bids and investment propositions, ensuring that need, options, benefits and value for money are robustly evidenced and can withstand external scrutiny, audit, assurance review and legal challenge.
9	Line manage, develop, motivate and quality-assure a team of policy, research and analytical staff, setting objectives, allocating and prioritising workload, managing performance and attendance, and building the professional capability and resilience of the function.
10	Ensure that all research, data and insight activity complies with data protection, information governance, information security, research ethics and equalities legislation, and that equality and socio-economic impact is properly assessed and evidenced throughout the policy development cycle.
11	Contribute to the wider leadership of the Strategy and Performance service, deputising for the Head of Service as required, supporting corporate business planning, risk management and governance, and undertaking such other duties commensurate with the grade of the post as may reasonably be required.
12	Represent the Authority in regional and national policy, research and analytical networks and in dealings with Government departments, constituent councils, neighbouring strategic authorities, universities, business representative organisations and the voluntary, community and

	social enterprise sector, building shared evidence and shared policy positions.
<i>This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.</i> <i>This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.</i> <i>The role will be based full-time in Greater Lincolnshire, with a requirement to travel.</i>	

Person Specification

Requirements	Where identified*	Essential	Desirable
Educated to degree level in a relevant discipline (for example economics, geography, social science, public policy, statistics or data science), or an equivalent level of knowledge gained through substantial demonstrable experience in a directly related field, with evidence of continuing professional development relevant to public policy, research or analysis.	A / I	✓	
Relevant postgraduate qualification, membership of a relevant professional body (for example RSS, MRS, RTPI, RGS or SRA), or a recognised project management qualification.	A		✓
Detailed understanding of the powers, functions, funding and accountability arrangements of mayoral strategic authorities, including current devolution policy and local government reorganisation, and of the legislative framework relevant to the role including data protection, freedom of information and the public sector equality duty.	A / I	✓	
Detailed knowledge of at least two of: economic development and growth; skills and the labour market; transport and connectivity; energy and net zero; housing and spatial planning; the natural environment; health and public service reform.	A / I	✓	
Sound understanding of quantitative and qualitative research design, ethics and professional standards, including the Code of Practice for Statistics, the HM Treasury Green Book and the Magenta Book.	A / I	✓	
Knowledge of the Greater Lincolnshire economy, geography, communities and partnership landscape.	A / I		✓
Substantial experience in a senior policy, research, insight or strategic analysis role within local government, a combined authority, central government or a comparable complex organisation.	A / I	✓	
Proven track record of translating national policy, legislation and funding announcements into local implications and recommendations, and of authoring strategies, policy positions or Government submissions that have been adopted or have demonstrably influenced outcomes.	A / I	✓	
Demonstrable experience of building and maintaining a robust evidence base drawing on a wide range of national	A / I / P	✓	

and local data sources, with a clear understanding of how those data are produced and of the limitations affecting their use.			
Experience of providing timely, robust and impartial advice to elected members and senior officers, and of preparing and presenting reports to formal committees, boards or scrutiny bodies, within a politically sensitive environment.	A / I	✓	
Experience of line managing, developing and quality-assuring professional staff, and of commissioning and contract-managing external research or consultancy within a defined budget.	A / I	✓	
Experience of designing and delivering evaluation of programmes or interventions, and of contributing the evidence, needs assessment or appraisal component of business cases or major funding bids.	A / I		✓
Excellent analytical, written and verbal communication skills, with the ability to interrogate complex, contested and incomplete information, reach a defensible judgement and present it concisely and persuasively to senior, political and public audiences; advanced data handling skills including Microsoft Excel and competence in one or more of Power BI, R, Python, SQL or GIS.	A / T / P	✓	
Political astuteness, discretion, integrity and personal resilience; strong planning and organisational skills with the ability to manage competing priorities and concurrent projects to deadline; the ability to influence and secure agreement across organisational boundaries without direct line authority; and commitment to the Authority's values and to equality, diversity and inclusion.	I	✓	