

Job Title	External Affairs Support Officer
Team	External Affairs
Reporting To	Assistant Director External Affairs

## About your role

To support the External Affairs Team, which is part of the Mayor's Office, working alongside the press, communications, and marketing function to deliver high quality research, briefings and undertake effective stakeholder management and engagement activity. Working closely with other senior officers and external partners to coordinate, produce and deliver evidence-based policy briefings, speaking notes and supporting elected members and private sector LEP Board members in fulfilling their objectives. This role will work within a challenging and complex political environment and with senior stakeholders.

### Why is your role important or how does it add value?

- Part of a team responsible for developing and extending stakeholder relationships to enhance the Mayoral Combined Authority's reputation regionally and nationally.
- Actively undertake research and build partnerships that help inform policy design and decisions taken by the organisation.
- Actively support our partner organisations and stakeholders to better understand our work, our priorities and how they can support us in the delivery of our own objectives.
- Supports the organisation and functional teams to engage with their stakeholder base and to be more outward facing.

### What are the tasks or work areas you are responsible for?

- To play a key role to ensure that strategic corporate affairs objectives are achieved across the breadth of programme activity, positioning the South Yorkshire MCA as a national leader
- To contribute to the implementation of the corporate affairs strategy for the LEP and CA corporately and for individual business areas. Ensure the efficient and effective delivery of a programme of activity and a portfolio of services
- To develop effective internal and external relationships working across business areas, partners and stakeholders to ensure the provision and delivery of a joined up corporate affairs narrative.
- To coordinate and contribute to the production of high-quality briefings for senior staff, the LEP Board and Mayoral Combined Authority on matters across the breadth of business areas.
- To produce quality reports and presentations to a high standard, delivering presentations if required.

- To undertake research, both qualitative and quantitative, on a breadth of policy matters.
- Undertaking a range of administrative responsibilities including the administration of meetings, progressing actions, production of minutes and responding to external partner enquiries.
- Liaising with Whitehall officials, MP and Metro-Mayoral offices and other LEPs as appropriate
- Independent progression of corporate affairs or policy work as directed.
- Undertake any other duties commensurate with the role as requested by management.

## About You

What kind of <b>behaviours</b> are important?	
Ambition	Does not give in easily, prepared to stick at things to get something finished - persistent
	A consistent and persistent focus on what matters most for delivery
Innovative	Urgency in identifying problems and finding imaginative ways to solve them – avoiding added bureaucracy or unnecessary work
	Willing to be challenged by colleagues – and to bring constructive challenge and support
Integrity	Organised and structured in how they work, demonstrating good personal time management
	Able to balance conflicting demands on their time, prioritises their workload well
Collaborative	Open minded to the ideas, contribution or comments from colleagues, does not dismiss what others have to say
	Willingly adapts their style to suit different situations
Flexible	Moves quickly to get things done, invests additional effort if needed to meet a deadline or a goal
	Open minded and receptive to new ideas and suggestions, acknowledges the benefit of change even if they have personal concerns
Impact	Understands the purpose of the organisation, knows the vision and the strategic intention of the organisation
	Sees opportunities to make processes or how they work better, speaks up and shares their ideas

What <b>qualifications</b> or wider knowledge do you need?	E/D	A/I
Degree or equivalent level qualification in a relevant area	E	A
Recent evidence of continuing professional development	E	A/I
Working knowledge of public sector procurement and contracting processes and requirements.	D	A/I
Excellent knowledge of IT systems, including Microsoft Office.	E	I
Evidence of continuous training and personal development	D	A/I

What previous <b>experience</b> is needed?		
Previous experience in all aspects of programme / project management in a complex policy environment with a demonstrable track record of success.	E	A/I
Experience of providing advice and guidance to managers at a range of levels of seniority, external agencies and other forums on a regular basis	E	A/I
Experience of delivering challenging, large scale, multi-dimensional projects or services to a high level of quality, ensuring continuous improvements and value for money.	D	I
Experience of working with partners to deliver shared outcomes tracking specific measurable results.	E	A/I
Experience of working professionally to maintain relationships with challenging individuals.	D	I
Experience of economic development or other policy development work.	E	A/I

What <b>skills</b> should you have?		
Planning - suggest and organise arrangements with partners that most effectively deliver objectives.	E	I
The ability to understand complexity and give accurate concise advice to decision makers and more senior colleagues	E	A/I
Strong communication skills, both written and verbal to clearly articulate messages to a variety of audiences	E	A/I
Ability to establish and maintain strong relationships	E	I
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative to complete tasks under minimal supervision.	E	I
High level of tact, diplomacy, and ability to deal with sensitive and confidential information	E	I
Ability to produce quality documentation including reports, ensuring they are suitable for audiences.	E	I
Strong analytical skills applied to carrying out research and developing evidence-based strategies, policies and procedures. Financial and commercial awareness, including the ability to negotiate	E	I
Ability to determine the most effective ways of securing services and delivering outcomes.	D	I
Able to work effectively as part of a small team as well as use own initiative	E	A/I

**Key**

E = Essential / D = Desirable

A = Application / I = Interview