



## **Senior Policy Officer [Growth]**

### **Local London**

**Job Description and Person Specification**  
September 2025

## Job Description

<b>Key areas for decision making:</b>	<ul style="list-style-type: none"> <li>• To work on policies and actions that can help to support the Government's growth mission and London's Growth Plan within the Local London sub-region.</li> <li>• To support the management of the Local London Growth Board, including implementation of the actions set by the Board, engagement of its members, producing and commissioning papers and management of rolling agenda.</li> <li>• To work with Local London's boroughs and other key partners, to identify opportunities to encourage investment and growth within the Local London sub-region, working in support of member boroughs.</li> <li>• To act as a relationship manager and manage Local London's relationship with key borough leads and other stakeholders in the business, infrastructure and investment space. Identifying and engaging key stakeholders and partners, including London and Partners, GLA, London Councils, the other sub-regional partnerships and other key London stakeholders, working with them to share knowledge and ideas, as well as on shared activities, including events.</li> <li>• To keep abreast of relevant policy development in the growth agenda as they pertain to the sub-region and its member boroughs, seeking opportunities to develop sub-regional policy and support the Senior Policy Manager in the development of appropriate position papers.</li> <li>• Preparing policy reports on growth for boroughs and other key partners.</li> <li>• To assist Local London's borough members with the development and delivery of local investment forums and publication and sharing of a joint investment prospectus.</li> <li>• To identify opportunities to engage with and influence legislators, government agencies, regional government and other policy makers on policies which align with Local London's and its boroughs' vision for growth; identifying advocacy opportunities to further sub-regional goals.</li> </ul>
<b>Other considerations:</b> <i>E.g. working patterns</i>	<ul style="list-style-type: none"> <li>• The working patterns will be nominally Monday to Friday for 36 hours per week.</li> <li>• The post is based in Ilford at the LB Redbridge but the postholder will be required to work flexibly, including working from home and travelling to meetings and events across the Local London area, attending evening meetings as required, and working remotely as required by the demands of the workload.</li> <li>• To undertake any other duties appropriate to this area of work and consistent with the level of the post as may be required from time to time.</li> </ul>
<b>Key accountabilities and result areas:</b>	<b>Key elements:</b>
<b>Operational Support</b>	<ul style="list-style-type: none"> <li>• Develop and deliver the policies and actions that will help to realise Local London's Vision for Growth.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the Senior Policy Manager in the delivery and facilitation of key meetings, in particular, the Local London Growth Board and Growth Director's Meeting</li> <li>• Work with the Senior Policy Manager to conduct the annual review of the Local London Vision</li> <li>• Support the Comms Lead on the production of the Local London Annual Report, and mid-year report, as it pertains to growth and investment</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Work with the Local London Comms Lead to seek opportunities to promote the sub-region, both online and in person.</li> <li>• Establish and maintain relationships with key stakeholders and stakeholder groups in which to promote the sub-region and investment.</li> <li>• To work with communications to ensure the website and social media comms is up to date.</li> <li>• To develop good working relationships with businesses and growth corridors such as the UK Innovation Corridor and Thames Estuary Growth Board, across the sub-region.</li> <li>• To seek opportunities to lobby, advocate for and promote the sub-region among local, regional and national government.</li> </ul>
<b>General accountabilities and responsibilities</b>	
<b>Green Statement</b>	<ul style="list-style-type: none"> <li>• Seeking opportunities for contributing to sustainable development of the borough, in accordance with Redbridge Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.</li> </ul>
<b>Data Protection/Confidentiality</b>	<ul style="list-style-type: none"> <li>• Complying with the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018.– treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles and in accordance with Redbridge Council information governance policies, and any programme funder-specific information governance and security requirements.</li> <li>• Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures.</li> <li>• Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory and external funder requirements.</li> </ul>
<b>Conduct and Whistle blowing</b>	<ul style="list-style-type: none"> <li>• Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistle blowing) are protected and may make them without fear of recrimination.</li> </ul>

<b>Safer Working</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>Complying with Redbridge Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.</li> </ul>
<b>Customer Care</b>	<ul style="list-style-type: none"> <li>Complying with Redbridge corporate customer service standards and promoting the development of high quality, individualised and customer-led services.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Being responsible for your own Health &amp; Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> </ul>
<b>To contribute as an effective and collaborative member of the team</b>	<ul style="list-style-type: none"> <li>Taking responsibility for continuing self-development and participating in training and development activities.</li> <li>Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>Supporting and contributing to value for money, service efficiencies and improvements.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager and are broadly within the grading level and competence.</li> </ul>

## Person Specification

Role Title:	Senior Policy Officer		
Method of candidate assessment: Application Form (A), Interview/ Test (I) Weighting: 3 = Essential, 2 = Desirable		Meth od	Weig ht
<b>Minimum education/ educational ability</b>	<ul style="list-style-type: none"><li>A degree level qualification, or equivalent relevant experience.</li></ul> <p>May be evidenced by: A/AS levels; NVQ level 3; OND; BTEC Nationals; Int. Baccalaureate; and equivalent qualifications, or evidence of demonstrable application experience.</p>	A	3
<b>Minimum experience/ knowledge/ skills:</b>	<ul style="list-style-type: none"><li>Experience of working with government or politically complex organisations, whether national or local, and with business and investment is essential</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Experience of developing and delivering economic strategy and policy is essential</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Experience of successfully managing a complex project is essential</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Experience of managing relationships with external stakeholders or facilitating networks is essential</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Experience of organising and delivering events is desirable</li></ul>	A	2
	<ul style="list-style-type: none"><li>Experience of planning and facilitating workshops with different groups and stakeholders is desirable</li></ul>	A	2
	<ul style="list-style-type: none"><li>Experience of producing resources and toolkits is desirable</li></ul>	A	2
	<ul style="list-style-type: none"><li>Experience of supporting service improvement is desirable</li></ul>	A	2
<b>Minimum competencies: Customer service</b>	<ul style="list-style-type: none"><li>Clear understanding of customer care principles</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Ability to provide excellent customer care services with an understanding of diversity principles</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Ability to establish and maintain effective relationships with people from diverse backgrounds.</li></ul>	A – I	3
<b>Communicating and Influencing Others</b>	<ul style="list-style-type: none"><li>Excellent interpersonal, communication and presentation skills relevant to a wide range of stakeholders, particularly at senior level.</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Ability to think strategically and prioritise available resources is essential</li></ul>		3
	<ul style="list-style-type: none"><li>Exceptional negotiation and stakeholder management skills – with the ability to influence, persuade and work effectively with key partners – are essential</li></ul>		3
<b>Working together</b>	<ul style="list-style-type: none"><li>Ability to seek out ways to collaborate with or support other internal and external stakeholders.</li></ul>	A – I	3
<b>Driving Improvement</b>	<ul style="list-style-type: none"><li>Produce plans and timetables for own work. Check progress against plans regularly. Revise plans in the light of changing priorities or resources.</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Focuses on own results and service delivery to achieve high standards of performance.</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Makes time to keep up to date with other Local London initiatives, initiatives in partner local authorities and within LBR</li></ul>	A – I	3
	<ul style="list-style-type: none"><li>Looks for ways to collaborate with or support others</li></ul>	A – I	3
<b>Analysis &amp; Judgement</b>	<ul style="list-style-type: none"><li>Ability to make accurate, considered judgements and decisions.</li></ul>	A – I	3

<b>Information</b>	<ul style="list-style-type: none"> <li>• Ability to construct correspondence, minutes and reports, and to convey key messages and/or actions clearly.</li> <li>• Good practical application of IT systems and software packages, including spreadsheets, databases and presentation programmes.</li> <li>• Demonstrable experience of using systematic and methodical information systems, both electronic and manual, with the ability to collate, manipulate, analyse and present data.</li> </ul>	A - I	3
		A - I	3
		A - I	3
<b>Special Conditions</b>			
<b>Working Pattern and travel</b>	<ul style="list-style-type: none"> <li>• Requires occasional working out of core working hours to provide support to meetings and events</li> <li>• The role will involve travelling across the Local London region and visits employment and skills providers and other key stakeholders, and to attend training and events.</li> </ul>	A - I	3