

Labour Party Job Description

Job title: Head of Economic Policy, Leader's Office

Responsible to: Deputy Director of Policy, Leader's Office

Responsible for: Ensuring that Labour's policy development is strategic and grounded in expertise and experience, as well as providing high-quality policy content to hold the Government to account. They will advise the Leader of the Opposition on economic policy, working with the Shadow Treasury Team (STT) and key portfolio areas to develop and coordinate Labour's policies on the economy, providing leadership and management to the wider economic policy shadow teams.

Specific responsibilities:

- Ensure the Leader and deputy leader are well advised and informed on all policy contributions in relevant specialist areas, working closely with the Shadow Treasury Team in particular, the Shadow Secretaries of State for Business, Innovation and Skills and for Work and Pensions, Communities, Housing and Local Government, Women and Equalities, Transport, and Employment Rights.
- Work with the STT and Labour's economic policy functions to develop policy which resonates with the public, is true to Labour's values, and to ensure the work of the team aligns with the Party's strategic priorities.
- Work with the STT to ensure economic policy announcements are credible and well planned, and be proactive in identifying policy interventions which contribute to strategic goals.
- Work closely with the Head of Policy in the STT who has overall responsibility for economic policy development and ensuring the credibility of Labour's economic policies.
- Lead on major policy interventions by the Leader of the Labour Party, and work closely with the Shadow Chancellor and relevant shadow ministers to ensure interventions are coordinated and strategic.
- Provide line management to the policy advisors to create a high-performing and supportive culture where everyone's talents and skills are fully utilised

The Labour Party

and developed; and ensure parliamentary policy work aligns with Labour's wider strategy and objectives.

- Work with stakeholder relations to ensure a coordinated and cohesive approach to engagement that fosters positive relations and builds support, ensuring that public attitudes, expertise and experience of those affected are a central part of policy development.
- Carry out any other reasonable tasks as required by the Director/ Deputy Director, the Leader of the Opposition, the Shadow Chancellor and relevant shadow ministers.

Labour Party Person Specification

Knowledge

- Strong knowledge of economic, business, employment and social security issues.
- Strong knowledge of the purpose of policy in achieving strategic goals.
- Strong knowledge of British politics, Parliament, the media, and communications.
- Knowledge of the aims and structure of the Labour Party.

Experience

- Experience of managing a team with wide ranging objectives.
- Experience working as an economist in a multi-disciplinary environment.
- Experience of working in a high-profile, political environment.
- Project management experience.
- Experience of working with Parliamentary processes.
- Experience of preparing written and verbal briefings, preferably for high level audiences.
- Experience of working in a fast-paced environment.

Skills / Abilities

- Excellent verbal and written communication and interpersonal skills.
- Excellent political judgement.
- Exceptional organisational and decision-making skills to ensure very quick responses to requests from internal and external stakeholders.
- The ability to prioritise own workload.
- Ability to establish and maintain good working relationships with a range of stakeholders.

Values/Behaviours

- Commitment to equality, diversity and inclusion.
- Commitment to the Labour Party's goals, values, policies and codes of conduct.
- Highly collaborative behaviour, able to build strong working relationships internally and externally.
- Ability to work consistently to high professional standards including to accuracy, honesty, quality, and evidence.
- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected.