

Labour Party Job Description

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| Job title: | Head of Policy, Shadow Treasury Team |
| Responsible to: | Shadow Chancellor, in conjunction with the Executive Director - Policy |
| Responsible for: | Leading on economic policy development. They will have the overall responsibility of ensuring staff-level coordination of economic policy response and proposals, and communications, both within the Shadow Treasury Team (STT) and between STT and the Labour Party Leader's Office. They will focus on ensuring the detail, credibility and evidence base for economic policy development, both within the core area of Shadow Treasury responsibilities and in other areas of policy-making which have an economic policy dimension. |

Specific responsibilities:

- Ensure the Shadow Chancellor is well advised and informed about policy contributions across the Shadow Treasury brief, and those covered by 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; and that there is liaison and coordination with the Leader's Office on these matters.
- Provide leadership and management of the Policy Advisors within the STT, and coordination of these with the Chief Secretary's Policy Advisor and other STT Shadow Ministerial staff
- Coordinate contact between the STT and internal and external stakeholders, and coordination between the STT and other Shadow Ministerial and Labour devolved nation and regional and local teams at staff level
- Lead on ensuring an evidence-based, well-coordinated and -managed approach to economic policy development under the overall direction of the Shadow Chancellor, working with the Leader and other Shadow Ministers.
- Work to develop policy which resonates with the public, is true to Labour's values, and to ensure the work of the STT aligns with the Party's strategic priorities.

The Labour Party

- Work to ensure economic policy announcements are credible and well planned, and be proactive in identifying policy interventions which contribute to strategic goals.
- Lead on major policy interventions by the Shadow Chancellor, and work closely with the Leader's Office and relevant shadow ministers to ensure interventions are coordinated and strategic.
- The Head of Policy for the Shadow Treasury Team will work closely with the Head of Economic Policy in the Labour Leader's office, with the latter being responsible for the coordination of economic policy between the Leader's Office and Shadow Chancellor's Office.
- Provide line management to the policy advisors to create a high-performing and supportive culture where everyone's talents and skills are fully utilised 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 Shadow Chancellor in the first instance, the Leader of the Opposition, the Executive Director of Policy, the Policy Development team within the Leader's Office and other members of the Shadow Cabinet

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 UK politics, Parliament, the media, and communications.
- Knowledge of the aims and structure of the Labour Party.

Experience

- Experience working in a multi-disciplinary environment on economic issues.
- Experience of managing a team with wide ranging objectives.
- Experience of working in a high-profile, political environment.
- Project management experience.
- 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.
- Exceptional organisational and decision-making skills to ensure very quick responses to requests from internal and external stakeholders.
- Ability to prioritise own workload.
- Ability to establish and maintain good working relationships with a range of stakeholders.
- Excellent political judgement.
- Ability to work with others towards a common goal, acknowledging differential experience and aptitudes.

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.