

JOB DESCRIPTION

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| POST: | Policy Executive |
| REPORTING TO: | Director of Business Engagement |
| LOCATION: | Worcester / Hereford |
| WORKING HOURS: | 37 hours per week A range of flexible working opportunities can be discussed upon application |
| MAIN PURPOSE: | To horizon scan and develop key client and stakeholder relationships, using political intelligence and client insight to raise awareness of key legislative challenges and develop plans/campaigns to drive change |

MAIN RESPONSIBILITIES

1. To continually horizon scan, then develop and manage policy strategy and activity, strategically keeping in line with key legislative issues, current business concerns and the economic agenda locally, nationally and internationally.
2. To develop and maintain relationships with policy makers and political stakeholders, such as local MPs, Government Departments and specialist groups. Ensuring that these relationships are used to influence and inform on the key issues impacting members.
3. To ensure a close working relationship with Patron and Strategic members of the Chamber, managing commercial policy projects for the members and coordinating event activity around key topics.
4. To manage business intelligence, gathering data and knowledge from across the organisation, from external sources and from client engagement to build political insight to be used. To deliver plans, reports, briefings and campaigns. To deliver written and verbal public relations articles and interviews on policy topics.
5. Form a programme of events to engage members with policy issues and key policy makers, such as suggesting and organising relevant topics and speakers for MP roundtables, Bank of England events, Westminster Dinners and topic led forums. Invite relevant attendees and engage business who have expressed a concern or desire to engage on these issues.
6. To collaborate with the Policy Research Executive on the Chamber's Quarterly Economic Survey (QES), ensuring a representative level of response from members. To publicise the results to members through a sponsored report, press releases and a quarterly sponsored event.
7. To deliver a selection of other high quality, complex analytical and written reports and documents which are commercially viable, backed up by significant quantitative and qualitative research, such as the annual Chamber Business Manifesto and Salary & Skills Report.

8. Ensure that the Chamber is actively involved in British Chamber of Commerce and Regional Chamber activities including the development of policy initiatives and events.
9. To oversee the management of the Chamber Area Councils, electing new council members and ensuring their views are heard by relevant stakeholders.

GENERIC CHAMBER GROUP TASKS:

1. To work closely with other team members to ensure that all Business Plan, Performance and Financial targets are achieved.
2. To keep updated with all new literature and information and maintain a thorough knowledge of new procedures
3. To work closely with other team members and complement and support the organisation's delivery and development.
4. Any other duties as directed by the Director of Business Engagement.
5. To ensure that any management information is entered onto the Chamber's databases (CRM and Exchequer) on a regular continual basis.
6. To work closely with the Quality Manager and your team to ensure team-wide compliance to ISO9001. To facilitate improvements to the quality management system and to co-ordinate an annual review of quality documentation which specifically relates to your department.
7. To adhere to and actively promote the Chamber Equal Opportunities policy
8. At all times to work within the organisations Health and Safety policy and to ensure as far is reasonable that safe working practices are established, maintained and followed
9. To work within and assist in maintaining IIP principles for the organisation.
10. To carry out any other duties as required by the business to achieve commercial objectives.

PERSON SPECIFICATION:

1. Proven experience within a public affairs or policy role, and/or degree in Policy and Research, Public Affairs, Governments and Politics or Economics.
2. Excellent Client relationship management skills, with the confidence and credibility to create and maintain relationships.
3. Strong experience and/or general knowledge of public affairs, policy, government, the economic environment and current affairs.
4. Strong written and verbal communication skills
5. Ability to analyse complex issues and produce briefings/reports
6. Commercially aware and customer focused
7. Strong interpersonal skills
8. Ability to multitask and work effectively on several projects at any one time.

9. Drive, initiative and enthusiasm.
10. Professional credibility.
11. Flexibility with regards to working hours.
12. Proficient in the use of Microsoft Office.

MOBILITY:

Ideally, a car owner with full driving licence.