



JOB DESCRIPTION

Job Title: Director of Policy

Accountable to: Chief Executive Officer

Salary: £60 – 80K depending on experience

Term: Permanent, full-time

Location: Home based with frequent (2-3 days a week) to London and regular UK travel

ABOUT US

The Association for Consultancy and Engineering (ACE) and the Environmental Industries Commission (EIC) bring together a vibrant community of companies at the forefront of tackling some of the most critical challenges of our time—economic growth, climate change, biodiversity, housing, and regional development. Our members create lasting social value, transforming communities through innovative infrastructure solutions.

Our network includes global giants like ARUP, WSP, and AECOM, alongside a wide range of medium and smaller firms that are driving change across the sector. Together, we represent over 400 UK businesses that employ more than 420,000 people and contribute an impressive £15 billion annually to the UK economy. Our members' infrastructure and buildings generate over £570 billion in Gross Value Added (GVA) every year.

As the leading voice for our sector, we're committed to advocating, educating, and anticipating the future needs of our members. Whether it's engaging with governments or collaborating with key stakeholders, we make sure our members have a powerful voice in shaping the future of infrastructure.

SUMMARY OF ROLE

The Director of Policy plays a pivotal role managing and delivering ACE and EIC policy activity. This includes developing policy positions that collectively represent members' views, leading on engagement with policy makers and clients, and delivering our policy event programme.

As a member of ACE's leadership team, the Director of Policy will contribute to the overall leadership of the ACE executive to support and embed a positive and high-performing company culture.

RESPONSIBILITIES

- Develop policy positions for ACE Group that represent the views of our members.
- Engage with government departments and key client stakeholders to deliver member policy objectives.
- Manage the political engagement and relations programme in collaboration with the Public Affairs Director. This includes party conferences and outreach programme; building key relationships; arranging and attending meetings with the CEO and Public Affairs Director; preparing political briefings as required.
- Lead and organise the ACE Group policy event programme, ensuring relevant agendas and speakers are in place.
- Set direction for the policy executives, including personal objectives and supporting development to ensure timely, high-quality outputs such as letters, consultation responses, industry reports and content for weekly member newsletters that deliver value to our members.
- Develop and maintain evidence-based policy positions on government agendas relevant to the infrastructure and buildings sector, including funding, regulatory changes, skills development, and environmental issues.
- Effectively manage the policy budget, including oversight of any contracted suppliers.

- Support and serve as a deputy for the CEO as needed.
- Lead and collaborate with director colleagues on policy thought leadership initiatives, such as organising conferences, round tables, and collaborative reports.
- Demonstrate strong public speaking skills and experience in chairing discussions on policy and public affairs.

Alongside the above internal relationships, as the leader of our policy team, you will need to be exceptionally skilled in building and working across our network of external stakeholders to elevate the awareness of our brand. You will develop your own profile as an ACE Group spokesperson and thought leader, alongside our ACE and EIC Chairs and the CEO.

Key Relationships: Up to 3 direct reports; CEO; the ACE Group Chair and Board; Director of Public Affairs, Director of Marketing and Communications, Director of Membership Services.

PERSON SPECIFICATION

- A degree or equivalent experience is required.
- Demonstrated experience in policy development within a trade association, public affairs agency, government department, or a related sector is essential.
- Knowledge of national and devolved political systems, government structures, and legislative procedures is crucial.
- Ability to quickly assess changing situations, devise response strategies, and collaborate with the leadership team to manage communications effectively.
- Strong capacity to work with cross-functional teams to ensure a seamless member experience and successful project delivery.
- Proven ability to lead and inspire a high-performing team to provide exceptional policy services to members.
- Intellectually curious, with a solid understanding of the industry, along with knowledge of key stakeholders, trends, and challenges.
- Experienced in delivering clear, balanced advice at the senior board level.
- Skills to translate vision into actionable outcomes while solving problems collaboratively, influencing, and directing positive change in a collective accountability environment.
- Ability to enhance the visibility of the organisation's leadership and its members.
- Highly articulate with the capability to develop and deliver influential content and presentations to a diverse range of audiences.
- Proficient in assessing complex policy issues, analysing data, and evaluating the impact of policies with a keen attention to detail.
- Strong interpersonal skills, adept at building relationships across all organisational levels and with various stakeholders.
- Exceptional communication skills, including excellent written English.
- Experienced in delivering industry insights.
- Capable of prioritising work, proactively managing workload, and meeting deadlines.
- Experience in chairing meetings and public speaking is an advantage
- Continually seeks to maintain own professional knowledge through a willingness to learn and develop.

KEY COMPETENCIES

Setting Direction – Gather information from a range of relevant sources inside and outside the team to inform own work. Frequently seeking the opportunity to partake in debate and problem solve. Acting with an unbiased ‘think member first’ approach always. Maintain the highest standards of accuracy and impartiality in your own work

Engaging People – Works collaboratively and is a team player, building supportive, trusting, and professional relationships. Proactively contribute to the work of the whole team. Communication style is inclusive and engaging and puts forward views in a clear and constructive manner. Based on evidence.

Delivering Results – Focuses on delivering timely objectives with energy. Works in a way that is commercially sound and mindset of one which seeks to consistently add value. Works in an organised manner using own knowledge and expertise, and drawing on other skills, to deliver on time and to standard.