

## **JOB DESCRIPTION**

**Job Title:** Policy Executive

**Reports to:** Director of Policy

**Salary:** £25 - £36k subject to experience

**Potions:** Permanent full time

**Location:** Homebased with frequent (2-3 days a week) London travel plus regional meetings, based within easy access to London.

## **ABOUT US**

The Association for Consultancy and Engineering and the Environmental Industries Commission (“ACE Group”) memberships comprise companies providing infrastructure solutions to some of the most high-profile topics of our time such as economic growth, climate change and biodiversity net gain, housing and regional development, creating social value for communities.

Membership includes major global brands including ARUP, WSP and AECOM and also a large proportion of medium and smaller firms located across the UK. We represent the collective voice of over 400 firms.

The UK engineering design sector is a cornerstone of our economy, employing over 420,000 individuals and contributing more than £15 billion annually. The infrastructure and buildings we create generate over £570 billion in GVA each year.

As the leading business association for our sector our mission is to advocate, anticipate, and educate on behalf of our members. That means proactively engaging with governments and stakeholders about challenges and opportunities, ensuring our members of all sizes have a voice.

## **SUMMARY OF ROLE**

As our Policy Executive, you will lead the work of your ACE and/or EIC groups. In this role, you will be responsible for key agendas, developing expertise, representing members, chairing meetings and working with the advocacy groups to develop positions for industry, influence policy direction, and produce high quality research and policy documents. You will personally represent members and build relationships with stakeholders including infrastructure and building clients, Government Departments and Parliamentarians.

## **RESPONSIBILITIES**

**General:**

**Working to and in consultation with the Policy Director:**

- Responsible for policy intelligence, research, and advocacy work for identified area/s of infrastructure, buildings and environment policy work, in coordination with the specific ACE and or EIC Groups.
- Act as secretary for relevant ACE/EIC Advocacy Groups, developing and implementing policy and advocacy proposals relevant to the specific work areas, organising meetings and securing speakers.

- Analyse and monitor relevant legislation, policies, measures, projects, and studies, relevant to the designated policy area/s and produce policy briefings and analytical reports in consultation with the relevant ACE and EIC Group/s.
- Draft consultation responses and define positions for the industry, in collaboration with members, on areas relevant to your Advocacy Groups.
- Influence the development of new and existing legislation, as well as general policy direction, at the political level where it impacts members.
- Monitor and influence the work of the UK Government, Parliament, and other institutions at political level (decision making bodies etc).
- Attend, speak at and sometimes chair external events representing the interests of ACE and EIC members to stakeholders such as Government departments, clients and UK political bodies where decisions made impact ACE members.
- Typically, 2-3 days a week in person in London plus travel to regional meetings, sometimes more.
- Offer advice and information to members on how to prepare for and implement legislation related to industry affairs, including horizon scanning, as well as how to respond to Government announcements.

#### **Other tasks:**

- Liaise with ACE/EIC members and facilitate their active engagement in the policy and advocacy work
- Support the voice and participation of ACE/EIC members in all aspects of our work.
- Contribute to ACE/EIC external communication, by writing articles for the website, newsletters etc.
- Develop and foster effective relationships and work collaboratively with colleagues across ACE and EIC,
- Maintain and develop strong relationships with members and other external stakeholders/networks.
- Maintain the highest standards of drafting, timeliness and accuracy in your own work – proactive forward planning and prioritisation – meeting deadlines.
- Flexible team player, able to support the Director of Policy and team colleagues on other related issues, as required.

#### **PERSON SPECIFICATION**

##### **Essential criteria:**

- Educated to a degree level or equivalent experience.

- Excellent attention to detail. Excellent analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information.
  - Strong interpersonal skills, builds relationships across an organisation and with a range of stakeholders.
  - Exceptional communication skills, including good written and spoken English.
  - Ability to produce timely, interesting and reader friendly documentation at pace, seeking and responding to feedback.
  - Strong organisational skills – for example planning meetings and speakers, producing timely and accurate agendas and minutes.
  - A high level of proficiency in ICT in order to locate, analyse and present information effectively, particularly using Word, Power Point and Excel.
  - Continually seeks to maintain own professional knowledge with a willingness to learn and develop.
  - These roles could suit someone in their first role after university looking to develop in a fast paced, friendly, team environment.
- **Desirable Criteria:**
  - Experience of working in a membership organisation, government department, public affairs agency or similar.
  - Relevant sector experience
  - Economics, environmental and or legal expertise

## 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.

