



Creating a world of better opportunities

Job description

Policy Officer

Hybrid - Stevenage

Permanent

Grade 7

Full Time - 35 Hours per Week

Reports to: Policy Manager

Where the role fits

Governance and External Engagement (GEE) is a specialist hub for teams and professionals who support the IET in delivering effective and impactful corporate support, governance and compliance to leading on the charity's fundraising initiatives and growth.

Across several centres of excellence, GEE brings together the teams responsible for developing and managing our dedicated global network of volunteers, who champion our voice and help progress the engineering and technology topics that matter. Our Technical Regulations team works with experts to produce and update the IET Wiring Regulations, the UK's national standard for electrical installations, as well as other guides. GEE's policy team strives to inform and influence government policy, engaging with our community of experts, and our EDI team endeavours to knock down the barriers many face in achieving a rewarding career in STEM (Science, Technology, Engineering and Maths).

Purpose of the role

The Policy Officer will play a pivotal role in the IET's Policy and Insight team, contributing to the organisation's thought leadership and influence. The Policy Officer will be responsible for identifying, monitoring, and evaluating policy developments aligned with the IET's strategic themes. Working closely with Policy and Public Affairs Managers, they will support the policy managers to develop policy positions, draft responses to consultations, and support the wider team to engage with policymakers, industry leaders, and academics to ensure the IET is recognised as a key voice in engineering and technology policy.

This role requires a background in policy, research and analytical skills, and the ability to communicate complex ideas effectively. They will support the wider team to engage with government by drafting briefings, presentations and horizon scan for opportunities in the sector. The Policy Officer will collaborate with internal and external stakeholders, including volunteers and committees, to support policy engagement activities such as roundtables, workshops, and public policy events.

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Undertake research, evidence gathering, and applying critical analysis to a variety of engineering topics alongside identifying policy areas and contributing to policy thinking, and drafting material from project group and panel activities including reports, briefings and presentations.
- Support the team to engage with a wide range of stakeholders to understand the industry and academic attitudes to key policy agendas and increase the impact of the IET's work both within the IET and externally.
- Transform complex messages from stakeholders into simple policy briefings for Government.
- Work with our volunteers to draft responses to consultations and submissions.
- Work closely with the Public Affairs, Content, Strategic Marketing, and Communications teams to plan the development and release of information to help maximise the impact of our policy and insight outputs.

- Help shape our engagement with key public policy events and discussions and coordinate impactful roundtables and workshops in response to requests for engineering input into a range of policy challenges.
- Support the IET's work in Public Affairs, including stakeholder mapping, identifying political campaigns, and increasing relations between politicians and the IET.
- Comply with departmental processes including monthly reporting on KPIs, contribution to team meetings, responsibility for budget within their areas, formal consultation processes, volunteer registers, and financial processes.
- Support voluntary panels and their members.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Apply specialist knowledge and skills:** You'll leverage your in-depth knowledge and expertise in a specific field to deliver essential tasks and services that contribute to the smooth running of the IET.
- **Perform specialist tasks accurately:** You'll independently execute a diverse range of specialist tasks under general supervision, ensuring accuracy, efficiency, and adherence to established procedures.
- **Contribute to continuous improvement:** You'll actively participate in the ongoing development and improvement of the IET by applying your specialist knowledge and suggesting innovative solutions.
- **Collaborate effectively:** You'll work closely with colleagues from various departments, fostering a collaborative and inclusive environment where open communication leads to achieving shared goals.
- **Provide valuable expertise:** You'll act as a resource within your area of specialism, sharing your knowledge and expertise to support your team and contribute significantly to the overall success of the IET.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.

Skills and experience required

- Proven experience in a UK policy environment, government, think tank, trade organisation, or membership body, with a strong understanding of policy development and stakeholder engagement.
- Excellent written and verbal communication skills, with the ability to craft compelling content and communicate complex ideas clearly and persuasively to diverse audiences.
- Excellent interpersonal skills, with the ability to collaborate across with a diverse range of stakeholders, build strong relationships, and proactively develop and nurture networks.
- Adept at problem-solving, with a keen interest in public policy, public affairs, and ideally, engineering and technology.
- Strong organisational and planning skills, demonstrating the ability to manage multiple projects, work under pressure, and meet tight deadlines.
- Strong research and analytical skills, with the ability to quickly assimilate complex information and translate insights into actionable recommendations.
- Experience working with committees and/or volunteers, and experience in project management from planning through to execution and evaluation would be advantageous.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Lifelong learning:** You'll demonstrate a willingness and flexible approach to learning and adapting to new tasks and responsibilities, staying current with industry trends and developments.
- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Effective communication:** You'll possess excellent written and verbal communication skills, ensuring clear and concise communication with colleagues and stakeholders.

- **Organisation and time management:** You'll demonstrate strong organisational and time management skills, effectively prioritising tasks and meeting deadlines consistently.
- **Positive and collaborative work environment:** You'll be passionate about creating a positive and inclusive work environment, fostering collaboration, and contributing to a supportive team atmosphere.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>Stephanie Baxter</i>	<i>05.2025</i>
<i>Strategic People Partner</i>	<i>Jo Williams</i>	<i>05/2025</i>

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.