

**Role Title: Policy Officer**

**Reports to:**  **Policy Manager**

**Accountable to: Director Governance and External Engagement**

#### Hours: 35 hours per week, exclusive of meal breaks, plus as many as required to fulfill the needs of the post

**Grade: 7**

**Location:** **Stevenage / London / Flexible**

**Setting the Scene:**

We are looking for a high-calibre Policy Officer with a broad interest in policy to work across the IET’s Policy team. The ideal candidate with have interests in public policy areas including: Innovation and Skills, Energy and Net Zero, Transport and Healthcare. The ideal candidate will have an understanding and interest in Public Affairs with contacts in key political areas.

The role sits within the Policy and Insight team which is part of the IET’s Governance and External Engagement Directorate. Thought leadership and policy is a key tenet of the IET’s strategy and the Policy Advisor will be a key member of the team working to increase the IET’s policy impact and influence in the UK, establishing the IET as the first port of call for policymakers seeking credible, independent advice relating to the ways in which engineering, and technology can tackle critical societal challenges.

The role works closely with the Policy Advisors and Managers to formulate policy responses and develop policy positions. The role will support projects that explore and research policy issues, drawing on quantitative and qualitative data collation and analysis.  This role also supports the team in helping to explain and promote the IET’s policy positions to a range of audiences. This will include drafting and contributing to documents and presentations for government and other decision-makers, and IET spokespeople – including consultation submissions, policy position papers, briefings, reports, and speeches.

**Our Five Behaviours:**

* I include Everyone
* I do my very best
* I take full ownership
* I work well with others
* I openly communicate

**Key Accountabilities (not necessarily in priority order):**

* Under the guidance of the Policy Advisors and Managers, work to support a broad portfolio of work across the engineering sectors, including:
  + Undertake research, evidence gathering and applying critical analysis to a variety of engineering topics,
  + Identify policy areas and contribute to policy thinking,
  + Drafting material from project group and panel activities including reports, briefings and presentations.
* 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.
* Understand complex work from stakeholders and turn this 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 maxmise 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.
* Undertake any other duties and projects as required.

**What success looks like:**

Policy Managers are supported to gather the evidence base required to draft effective reports, submissions, and responses. The astute work of the Policy Officer helps position the IET as a trusted authority to advise government and policymakers on matters relating to engineering and technology. The insight of the Policy Officer will help colleagues develop the content strategy and dissemination campaigns to get the right information to the key policymaker audience at the right time and in the right way.

**Aptitude and Experience:**

* Experience of working in a policy environment, in government, or with a thinktank, trade organisation or membership body would be desirable.
* Excellent written and verbal skills and an ability to communicate with impact.
* Outstanding interpersonal skills able to collaborate across professional boundaries and proactively develop and nurture networks
* Ability to communicate complex ideas in a clear and compelling way
* An interest in public policy, public affairs and ideally engineering and technology
* A creative and critical thinker who is open to new ideas, and enjoys collaborative ways of working
* A strong team player who is also able to demonstrate initiative, with sound organisational and planning skills, and the ability to work under pressure and to deadline
* Project management experience would be an asset, but is not essential
* Strong analytical skills and ability to assimilate complex information quickly
* Experience of working with committees and/or volunteers

*This role description isn’t 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 IET mandatory policies, including data protection and data handing, as well as current Healthy and Safety policies, undertaking any training updates as needed.*