

**Role Title: Policy Advisor**

**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: 8**

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

**Setting the Scene:**

We are looking for a high-calibre Policy Advisor with a background in policy to work collaboratively across the IET’s policy team keeping abreast of current policy issues and the political cycle. The ideal candidate will play a key role in identifying, monitoring, and evaluating policy developments relevant to the IET’s main strategic themes of Sustainability and Climate Change, and Digital Futures. The ideal candidate will have an understanding and interest in public affairs.

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 Policy and Public Affairs Managers to initiate and formulate policy responses and develop policy positions that resonate with political stakeholders. Additionally, it will undertake projects that explore and research policy issues as required, drawing on quantitative and qualitative data collation and analysis.  It will also support the team, helping to explain and promote the IET’s policy positions to a range of audiences by providing briefings and presentations, writing submissions to government and other decision-makers, publishing policy position papers, briefings, and reports, and writing briefings and speeches for senior staff.

**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 Head of Policy and Policy Managers:
	+ identify, monitor, and evaluate policy developments relevant to the IET’s strategic objectives,
	+ help establish and support strategic cross-cutting work groups aligned to the IET’s societal challenges and strategy.
* Help create an agile and responsive team that is able to respond rapidly to evidence coming from strategic market analysis and public affairs insight by:
	+ working with Managers to develop and implement public affairs strategies that include outputs that result in meaningful and sustained engagement with Government and policy makers (including but not limited to meeting, events, white papers, consultations, submissions, workshops and relevant publications).
	+ working closely with the Public Affairs, Content, Strategic Marketing, and Communications teams to plan the strategic release of public affairs outputs for maximum impact.
* 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.
* Work with our volunteers to draft responses to consultations, create policy briefings and identify opportunities for dissemination.
* Support the Managers to shape our engagement with key public policy events and discussions and help coordinate roundtables and workshops in response to requests for engineering input into a range of policy challenges.
* 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, and connections of the Policy Advisor 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 Advisor 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:**

Essential:

* Experience of working in a policy environment, in government, or with a thinktank, trade organisation or membership body.
* 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
* Strong analytical skills and ability to assimilate complex information quickly

Desirable:

* Experience of working with committees and/or volunteers
* Project management experience

*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.*