



# Creating a world of better opportunities

## Job description

### **Public Affairs Manager**

Hybrid - Stevenage

Permanent

Grade 10

Full Time - 35 Hours per Week

**Reports to:** Head of Policy

## 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 Public Affairs Manager plays a pivotal role in strengthening the IET's profile and influence across government, Parliament, and key policy-shaping bodies. The Public Affairs Manager will lead the development and delivery of public affairs strategies that position the IET as a trusted advisor and authoritative voice on engineering and technology, ensuring our expertise informs political debate and policy development in the UK and internationally.

The role oversees high-impact activity including the IET's Annual Skills Survey, engineering skills-related policy development, and contributions to the National Engineering Policy Centre. It requires building and maintaining strong relationships with politicians, advisers, civil servants, regulators and partner organisations, while providing timely political insight, analysis and expert briefings to colleagues, senior leaders and volunteers.

Working collaboratively across the IET, the Public Affairs Manager will identify opportunities for influence, support delivery of Strategy 2030, and ensure colleagues are engaged with public affairs activity. The role also represents the IET in key policy forums, supports public affairs capability building across the organisation, and acts as a central point of contact for government engagement.

## Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

## 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)

- To build and enhance the profile of the IET in government as a trusted advisor, authoritative voice and strategic partner of choice around chosen key policy areas
- To develop and implement engineering skills-related policy aligned to IET strategy 2030 and feed into the National Engineering Policy Centre.
- To manage development and production of the IET Annual Skills Survey and impact strategy.
- To develop and implement an integrated public affairs strategy for the IET, designed to gain political influence in the UK.
- To establish regular contact with politicians, political advisers, civil servants, non-departmental public bodies, and/or regulators to keep them informed about the IET's work and policy concerns, and to organise or attend regular meetings with these stakeholders, representing the IET and forging contacts with key decision-makers
- To lead the drafting of briefings for meetings with key stakeholders identified in the IET's Public Affairs Strategy
- To monitor proceedings of the UK Parliament and European institutions, and provide analysis of developments for the senior staff members and volunteers relevant to their role
- To identify opportunities for the IET to inform and influence political and policy decisions and debates
- To deliver public affairs support for the IET Strategy 2030 and associated activities designed to raise the institution's profile and drive policy change
- To act as central initial contact for government and quasi-government bodies, as well as similar organisations, and work with relevant internal departmental leads to assess opportunities for the IET to advise on engineering-related policy
- To advise on political announcements relating to engineering and technology and (in advance where possible) work with colleagues across the IET to formulate responses where appropriate
- To develop and maintain strong relationships with key politicians and their advisers
- To work with colleagues in our international offices, as well as our global volunteers, to deliver Public Affairs activities in regions supporting our International Strategy
- To provide public affairs advice and training where appropriate to staff and volunteers
- To keep colleagues across the IET engaged with Public Affairs campaigns and activities
- To engage effectively with Public Affairs leads in other PEIs and, when required, represent the IET in the National Engineering Policy Centre's meetings
- 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.

- **Deliver operational excellence:** You'll be responsible for the efficient and effective execution of day-to-day tasks and projects, ensuring they align with organisational goals.
- **Collaborate for success:** You'll work closely with colleagues across departments, fostering open communication and a collaborative environment to achieve shared objectives as a One IET team.
- **Support continuous improvement:** You'll actively participate in identifying areas for improvement and implementing solutions to enhance efficiency and effectiveness within your area.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development of your team to achieve their full potential, fostering a positive and inclusive work environment.
- **Enhance team strengths:** You'll support your team in understanding and using their individual strengths to improve productivity and engagement, ensuring everyone can contribute effectively.

## **Skills and experience required**

- Proven experience in public affairs, with an established network of key politicians, advisers and policy influencers, and a track record of shaping impactful public affairs campaigns that strengthen organisational reputation and contribute to policy change.
- Strong relationship-building and stakeholder management skills, with the ability to influence, persuade and establish credibility at senior levels across government, industry and internal teams.

- Ability to work proactively and collaboratively, using sound judgement and initiative while contributing effectively across the wider team and stakeholder groups.
- Excellent organisational and project management skills, with the ability to plan effectively, manage competing priorities and deliver high-quality work under pressure and to tight deadlines.
- Strong analytical capability, with the ability to interpret and communicate complex information quickly and clearly.
- Excellent written communication skills, with the ability to prepare clear, compelling and well-presented papers, briefings and correspondence.
- Experience and knowledge of devolved legislations, and working with a complex membership organisation would be desirable.

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

- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Collaborative communication:** You'll possess excellent written and verbal communication skills with a focus on active listening, clear communication, and building strong relationships with colleagues.
- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively, manage your workload to meet deadlines consistently, and ensure project deliverables are achieved on time and within budget.
- **Technical and operational expertise:** You'll possess a strong understanding of the relevant technical or operational area, coupled with a strategic mindset and problem-solving skills to identify and implement solutions to ensure smooth delivery.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Promoting a positive and inclusive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, teamwork is valued, and collaboration thrives.
- **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

Authorised by	Job Title	Date
Head of Department	SB, Head of Policy	11.2025
Strategic People Partner	JW, Strategic People Partner	11.2025

*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.*