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| Job Title | Parliamentary & Policy Advisor Parliamentary & Policy Advisor |
| Department | Communications  |
| Reporting to | Head of Policy and Public Affairs |
| Contract | **Full Time** (35 hours/week) would consider 4 days per week |
| Salary range | **£34,000 - £37,000** |
| Location | London/Home Working |


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# About EngineeringUK

EngineeringUK is a not-for-profit organisation, which works in partnership with the engineering community to inform and inspire young people and grow the number and diversity of tomorrow’s engineers. We work locally, regionally and nationally with a wide range of organisations across business and industry, education, professional institutions and the third sector to understand the engineering sector and the skills it requires. We work in partnership with these organisations to develop and promote effective initiatives and programmes to inspire young people to consider a career in engineering.

We guided by a series of values that we apply to all our activity.

**We are insightful** and open and honest with our insight so that everything we to inspire young people into engineering is based on clear and up-to-date evidence, gained by listening to and learning from our community.

**We are courageous** and dynamic in the development, piloting and promotion of ideas and activities which can help us all to inspire tomorrow’s engineers and increase the talent pipeline for engineering.

**We are passionate** about inspiring a new generation on engineers and a positive difference to young people’s lives.

**We are inclusive**, with partnership and collaboration at the heart of what we do. We are determined to reach those people who are under-represented in modern engineering

# About the role

Working closely with the research team and colleagues in the policy and public affairs team you will raise the profile of EngineeringUK with politicians, policy makers and other political stakeholders, ensuring that EngineeringUK’s policy
views are heard across Westminster, Whitehall and in the regions. This will mean monitoring political and policy developments in Westminster and the regions, working closely with our Policy and Voice Manager. You will
also brief MPs and Peers using EngineeringUK’s research and policy reports and recommendations, ensuring that EngineeringUK’s views are heard in debates in Westminster and across Whitehall. As the Parliamentary and
Policy Adviser you will also work closely with some of our key partners, including the Education Sub-Group of the

National Engineering Policy Centre, supporting them to take forward joint projects.

The role will report into the Head of Policy and Public Affairs. It is based at the EngineeringUK offices at 10 Lower Thames Street, London EC3R 6EN with occasional travel in the UK, although all staff are currently working from home in line with government guidelines and we are likely to adopt a blend of home and office-based work in the future.

 **Role responsibilities**

* Monitor, share intelligence of and respond to political developments in Westminster,
Whitehall and the regions.
* Write, and organise briefings and Parliamentary Questions for parliamentarians and for internal
purposes
* Together with the Head of Policy and Public Affairs build trusting and fruitful relationships
with political stakeholders and other key influencers and represent EngineeringUK at external meetings.
* Support the Education Sub-group of the National Engineering Policy Centre, by providing
policy input and public affairs expertise
* Work with the secretariats of a range of All-Party Parliamentary Groups to ensure that EngineeringUK’s views are heard in these settings and support any joint activities.
* Organise MP visits to local EngineeringUK-run projects. Work in line with EngineeringUK’s values, to be passionate, courageous, insightful and inclusive.

## Other duties

This job description sets out the requirements of the role at the time it was drawn up and which may change
over time. The Parliamentary and Policy Adviser will be expected to undertake other tasks or duties as required;
work in line with EngineeringUK’s Quality Management System (QMS); comply with EngineeringUK’s data
protection policies and safeguarding policies at all times; and work in line with our values.

# Person specification

**Essential experience and attributes**

* Experience and a good understanding of working with policy makers and other political
stakeholders across different parties.
* A good understanding of politics and political processes in Westminster and Whitehall acquired through working in a similar role either within Westminster or in another organisation
* Experience of representing organisations externally.
* Excellent verbal and written communication skills, including a proven ability to write confidently and concisely for a variety of audiences, including demonstrable experience in simplifying complex policy messages for a
wider audience.
* Proven ability to work independently and prioritise in response to many competing demands
and time, but also take direction, be flexible and work collaboratively with others, contributing
to team decisions and facilitating cross-organisational working.
* Proactive approach to working.
* Demonstrable commitment to promoting equality and diversity.
* Excellent interpersonal skills with a clear ability to build relationships
* Team player and happy to collaborate with others.

**Desirable experiences and attributes**

* Understanding and/ or experience of the politics and political processes in the devolved
administrations.
* Understanding of regional politics and political processes.
* Experience and interest in developing policy positions.

**Education / level of experience**

* Educated to degree level or equivalent.

# Applying for this role

Please send a CV and statement in support of your application that is no longer than two sides explaining how you fulfil the key criteria for the role by email to HR@engineeringuk.com, quoting the job title in the subject of your email. ***Please also tell us where you saw the job advertised in your email as we are currently tracking our applications.***

The deadline for applications is before 12:00 noon on **21st September**

**Interviews**

Applications will be assessed against the requirements for the post as set out in the Role Profile and Person Specification.

EngineeringUK are working hard to be a disability confident employer. Please let us know if there are any reasonable adjustments we can make for you during this recruitment process and beyond.

We aim to notify candidates who have been shortlisted on **24th September**. If you have not heard from us after this date, please assume that you have not been successful.

First interviews will be held virtually week commencing **4th October.**

*EngineeringUK is an inclusive organisation; we welcome everyone with all skills, experiences, and backgrounds.
Each applicant will be individually assed regardless of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, ethnicity, colour, or national origin, religion or belief, disability or age.*

*We are an equal opportunities employer and are open to flexible working, including job share.*

**Benefits / Perks**

* 28 days paid annual leave (plus bank holidays and 3 days at Christmas)
* Competitive pension
* Access to office gym with employee discount
* Yearly flu jabs
* Annual bonus
* Flexible working
* Employee Assistance Programme
* Life Assurance
* Permanent Health Insurance