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| **Job title** | Policy Manager (4 days to full time)  |
| **Department** | Policy & Public Affairs |
| **Reporting to** | Head of Policy & Public Affairs |
| **Contract** | Permanent, 4 days to full-time |
| **Level**  | 16 |
| **Location** | London with hybrid working (up to 60% remote working) |

About EngineeringUK

We want to drive change so more young people choose engineering and technology careers. In the UK, we don’t have enough engineers and demand is going up. So, we need more young people to realise there could be a future for them in engineering and technology. To really thrive, we need a stronger, more representative workforce and for that we have to do things differently to make engineering more appealing.

We are a not-for-profit working with hundreds of organisations across business, education, professional institutions and the third sector so we can all grow the future talent pool together. We drive that collective effort through research and evidence, leadership, activities for schools and advocacy, with a focus on long-term sustainability.

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

* We are **inclusive** and care about diversity. We understand that we have different needs and create opportunities for everyone's voice to be heard
* We are **collaborative**. We listen, share and work in partnership to achieve our vision
* We are **curious** and keen to learn. We challenge ourselves and others to innovate and experiment
* We are **insightful**. We evaluate what we do and draw on research to make decisions and to improve our collective understanding
* We are **driven** by a strong sense of purpose. We are determined to make an impact and achieve our goals

About the role

Reporting to the Head of Policy and Public Affairs and working closely with colleagues across EngineeringUK and with our partners, you will be instrumental the delivery of our policy and public affairs programme and lead on key elements.

You will lead on policy projects and on developing organisational policy positions, producing reports and responses to government consultations (with a focus on education and skills) as well as our engagement with stakeholders, internally and externally, to achieve this. You will also work closely with the Public Affairs Advisor and other colleagues to communicate these messages to government and government departments. You will therefore need to be an excellent team player and collaborator and a confident and persuasive communicator, able to work independently and adept at managing multiple tasks in a deadline driven environment.

We believe that hybrid working has many benefits and are pleased to offer flexible working with a baseline of 2 days (or 40%) a week in the office and core hours of 10am to 4pm. We are happy to discuss your preferred working pattern for this role, which is advertised on 4-5-day basis, equivalent to 28 to 35 hours per week (excl. lunch breaks).

The Head of Policy and Public Affairs is currently supported by a Public Affairs Advisor and when the team is complete by a full and a part-time Policy Manager. We are now looking to fill the policy roles, with one role being permanent, the other temporary (12 months with the possibility of extension towards the end)

Role responsibilities

* Lead on the development of some organisational policy priorities and positions on education and skills to ensure that government policy addresses EngineeringUK’s concerns such as: apprenticeships and the ‘growth and skills levy’, Skills England, STEM teacher shortages, and the forthcoming curriculum review.
* Draft policy reports and government consultation responses.
* Lead on engagement with key stakeholders across the engineering/ technology and education sectors to identify and drive forward collaborative projects.
* Lead on engagement with government officials in relevant government departments.
* Lead and/ or contribute to policy activity aimed at increasing our policy influence/partnerships in the devolved nations (focus Scotland) and developing a more systematic approach to working with Select Committees.
* Represent EngineeringUK in meetings, working groups and on collaborative projects as appropriate.
* Work collaboratively with colleagues across the organisation, particularly the research, business & industry and comms teams.
* Work in line with EngineeringUK values and support achievement of our organisational objectives.
* Undertake any training and development as required for the role.
* Any other duties and tasks as directed and required by your line manager.

This is a general guide to the key responsibilities of this role, it is not exhaustive. Similarly, the amount of time that you spend on various aspects of the role may vary.

Person specification

Essential skills/competencies

* Demonstrable experience of developing organisational policy positions, policy responses and report writing as well as leading on impactful policy engagement with government stakeholders - typically this would be developed through 3-5 years of experience in a similar role.
* Excellent verbal and written communication skills, including a proven ability to simplify complex research and policy message, and to write confidently and concisely for a variety of audiences.
* Proven experience in stakeholder management and engaging a range of different sectors and organisations in public policy development.
* Good understanding of the education and skills landscape in England, as well as the political environment surrounding it.
* Proven ability to lead a project and take people with you.
* 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.
* Commitment to our mission and values, in particular, you will be able work in a way that supports our commitment to equity, diversity and inclusion.

**Desirable experience/ skills**

* An existing network of contacts across the education, skills and/ or the engineering sector in and outside of government.
* Understanding of the policy landscape in the devolved nations.

Education/level of experience

* Educated to degree level or equivalent, or similar ability gained through work experience relevant to the role.

EngineeringUK is committed to being an inclusive workplace, where everyone feels they belong. This is supported by the dedicated work we are doing to ensure our policies and practices are inclusive and that our staff are trained to be able to fulfil this commitment.