

JOB DESCRIPTION

Job Title: Lead Policy Manager

Reports to: Policy Director

Salary: £ Dependant on Experience

Potions: Permanent full time or part time

Location: London based with option for some remote working

ABOUT US

As ACE & EIC Lead Policy Manager, you will be working with the people and companies at the heart of some of the biggest issues of our time: net zero; levelling up and creating sustainable communities. As the trade associations representing companies large and small in the engineering consultancy and environmental sectors we are ACE & EIC are leading voices, positively influencing government, and other stakeholders in Westminster and across the UK.

SUMMARY OF ROLE

The Lead Policy Manager will be leading the ACE/EIC Policy team and working with the Director of Policy and broader ACE/EIC colleagues to ensure that our policy output is relevant, insightful and impactful.

RESPONSIBILITIES

- Manage a small team of policy advisers to ensure that high quality policy outputs are produced in a timely fashion.
- Develop and foster effective relationships with other professional, industry, political and third sector bodies, and use these relationships to support the work of the policy team and ACE Group generally.
- Work closely with senior business leaders in the infrastructure and environment sectors.
- Managing multiple proactive tasks at once and personally delivering some policy projects.
- Support the delivery of ACE's public affairs agenda, engaging with political and civil service stakeholders and representing ACE Group at external fora.
- Contribute and speak at ACE Group meetings and events, internally and externally.
- Work closely with the ACE Communication team to contribute to the communications output of ACE & EIC.
- Work with Director of Policy to develop standards and procedures to ensure policy team deliver high quality output and exceed members' expectations.
- Deputise for Director of Policy as required.

PERSON SPECIFICATION

- A first or post graduate degree.
- Experience of working in an policy role in a policy-focused organization.
- Experience of managing policy specialists (desirable).
- Good understanding of the current policy landscape in infrastructure, commercial and environmental policy and the ability to interpret how this impact members' business environment.
- Ability to develop and deliver influential content and presentations.
- Excellent attention to detail.
- Strong interpersonal skills, builds relationships across all levels of an organization and with a range of stakeholders.
- Previous experience of influencing others through data and explanations.
- Exceptional communication skills, including good written English.
- Ability to produce interesting and reader friendly documentation.
- Proactivity manages own workload and meets deadlines.
- Continually seeks to maintain own professional knowledge through a willingness to learn and develop.

KEY COMPETENCIES

Setting Directions – Has in-depth knowledge of how the Policy team positively influences the bigger picture at ACE/EIC. Natural desire to enhance and improve working practices. Frequently seeking the opportunity to partake in debate and problem solve.

Engaging People – Leads the team effectively, ensuring all team members are exceeding role expectations and are confident within their roles and responsibilities. Works collaborating and is a team player, building supportive, trusting, and professional relationships. Innate capability to build and maintain stakeholder relationships at various levels internally and externally. Communication style is inclusive and engaging.

Delivering Results - Focuses on delivering timely objectives with energy, takes responsibility and accountability for quality outcome of the teams' work. Works in a way that is commercially sound and mindset of one which seeks to consistently add value.