

JOB DESCRIPTION

Job Title: Policy Researcher (General)

Reports to: Head of Policy

Salary: £30 - £35K

Potions: Permanent full time

Location: Flexible (Anywhere in the UK)

ABOUT US

As Policy Researcher at ACE & EIC, 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 at ACE & EIC are leading voices, influencing government, and other stakeholders in Westminster and across the UK.

SUMMARY OF ROLE

The Policy Researcher will be the 'go-to' person on a range of policy topics; providing the wider policy team with high quality research, analysis, and briefings. Topics covered will include those crucial to the UK's future sustainability, such as net zero; environmental regulation; transport and social infrastructure development.

RESPONSIBILITIES

- Obtain, understand, analyse, present, and communicate the required policy information and data into local, regional, national, and international policy issues as required.
- Ensure the wider policy team is made aware of any relevant policy and research matters. This will sometimes require rapid familiarisation with new subject areas such as the UK Environment Bill and the green agenda.
- Take individual responsibility for providing timely, good quality research and information on a range of topics, such as the policy work relating to net zero, levelling up, transport and procurement.
- Provide, in consultation with our members and through other research methods, analysis for ACE & EIC consultation submissions (including those consultations led by Government)
- Support the Policy Team in the running of ACE & EIC groups and other external stakeholder groups, of which ACE/EIC lead.
- Work with the Head of Policy on annual plans to engage with key decision makers at Political Party Conferences and other relevant events to promote the work of ACE/EIC and its members.
- Maintain the highest standards of accuracy in your own work.
- Develop and foster effective relationships and work collaboratively with colleagues across ACE and EIC, including its members and other external stakeholders/networks as required.

PERSON SPECIFICATION

- Educated to a degree level or equivalent.
- Experience of working in an analytical role in a policy-focused organisation
- Sectoral experience and/or knowledge of the issues faced by ACE & EIC members, such as the procurement pipeline, planning reform, the levelling up agenda and net zero.
- Able to demonstrate experience of working with external stakeholders (within the built environment sector would be desirable but is not necessary)
- Excellent attention to detail. Excellent analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information.
- Strong interpersonal skills, builds relationships across an organisation and with a range of stakeholders.
- Exceptional communication skills, including good written and spoken English.
- Ability to produce and present interesting and reader friendly documentation.
- A high level of proficiency in ICT in order to locate, analyse and present information effectively, particularly using Word and Excel.
- Continually seeks to maintain own professional knowledge through a willingness to learn and develop.

KEY COMPETENCIES

Setting Direction – Gather information from a range of relevant sources inside and outside the team to inform own work. Frequently seeking the opportunity to partake in debate and problem solve. Acting with an unbiased ‘think member first’ approach always.

Engaging People – Works collaboratively and is a team player, building supportive, trusting, and professional relationships. Proactively contribute to the work of the whole team. Communication style is inclusive and engaging and puts forward views in a clear and constructive manner. Based on evidence.

Delivering Results - Focuses on delivering timely objectives with energy. Works in a way that is commercially sound and mindset of one which seeks to consistently add value. Works in an organised manner using own knowledge and expertise, and drawing on other skills, to deliver on time and to standard.