

## JOB DESCRIPTION

**Job Title: Regional Policy Manager**

**Reports to:** Head of Policy

**Salary:** up to £40k

**Location:** Remote with regular travel around the UK

## ABOUT US

As ACE (Association for Consultancy and Engineering) **Regional 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 at ACE & EIC are leading voices, influencing government, and other stakeholders in Westminster and across the UK.

## SUMMARY OF ROLE

This is a great opportunity to work in an exciting and dynamic policy team in the role of Regional Policy Manager, leading our work to influence policy and practice in the devolved nations and regions. In this position you will develop and deliver our policy activity plans on our key priority areas, while also providing management to our regional committees and groups.

## RESPONSIBILITIES

- Work closely with the Head of Policy to develop and implement policy activity in Scotland, Wales, and Northern Ireland, as well as our regional groups in England (the Midlands and North West) in line with the overall ACE Group strategy.
- Lead on building and maintaining an excellent knowledge of policy issues affecting members in devolved nations and regions.
- Develop an understanding of the policy, influencing and research infrastructure in the devolved nations and regions and advise on opportunities for the ACE Group.
- Identify, develop, and maintain relationships and partnerships with key policy, research and communications stakeholders in the devolved nations and regions.
- Lead on developing briefings and policy reports on key policy developments related to the ACE Group policy priority areas, proactively identify opportunities to further our policy agenda and develop and execute plans to maximise these opportunities.
- Research and prepare responses for external consultations, using previous policy team research, your own research, and the knowledge of our members.
- Be an influencing member on relevant committees and working groups
- Support the work of the APPG on Building Communities, and oversee the development and maintenance of a network of Parliamentary champions within the Scottish and Welsh Parliaments and Northern Irish Assembly, and amongst Scottish, Welsh and Northern Irish MPs sitting in Westminster.
- Attend external policy events and meetings as required, contributing to agendas to ensure our policy aims are met.
- Work with the Head of Policy and Head of Communications to develop a plan for and to promote awareness of the ACE Group activity in the devolved nations and regions, including around policy and research. Provide regular updates for internal and external communications
- 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.
- 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.

## PERSON SPECIFICATION

- Experience of or familiarity with ACE/EIC policy issues (such as procurement, transport and mobility, places, climate change) within at least one of the devolved nations or regions of the UK
- Able to demonstrate experience of working with external stakeholders (within the built environment sector would be desirable)
- Considerable experience of managing, and undertaking policy related research, and public affairs.
- Proven experience of identifying and developing effective and appropriate relationships with key stakeholders across sectors and professions (within the built environment sector would be desirable but is not necessary) to effectively further the aims and objectives of an organisation, particularly in the devolved nations or regions.
- A strong understanding of the policy landscape in the devolved nations and regions.
- Strong networking, influencing, relationship building and relationship management skills, with the ability to inspire and motivate others.
- An ability to create clear strategic visions, plan multi-level projects and deliver on targets
- Ability to work across teams, sharing knowledge and learning from others
- Excellent verbal, written communications, and presentation skills with the ability to interpret complex information to a range of audiences clearly, and to inspire, influence and advocate for change.
- Excellent organisational and time management skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines.
- Ability to work on your own initiative and proactively. A high level of proficiency in ICT in order to locate, analyse and present information effectively, particularly using Word and Excel.
- Strong analytical and well-developed critical thinking and problem-solving skills
- Being solutions focused with a thirst for striving to create a positive working environment for all

## 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.