**JOB DESCRIPTION**

**Job Title: Policy and Advocacy Groups Officer**

**Reports to:** Head of Policy

**Salary:** up to £38k

**Potions:** Permanent full time

**Location:** Homebased with the requirement of UK travel

**ABOUT US**

As ACE (Association for Consultancy and Engineering) and EIC (Environmental Industry Commission) **Policy and Advocacy Groups Officer**, 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**

As our **Policy and Advocacy Groups Officer**, you will lead the work of the ACE Advocacy Groups, and the EIC Working Groups. In this role, you will work to ensure advocacy groups define positions for industry, influence policy direction, and produce high standard outputs. Through EIC, you will support the technical working groups in their day-to-day activities.

**RESPONSIBILITIES**

**General:**

* To be responsible for the policy intelligence, research, and advocacy work for identified area/s of ACEs policy work, in coordination with the specific ACE Advocacy Groups (Places, Transport, People, Procurement and Climate Change)
* To be responsible for the policy intelligence, research, and advocacy work for identified area/s of EICs policy work, in coordination with the specific EIC Working Groups (Labs, Air Quality, Land, Natural Capital)
* Support the Head of Policy and other team members in the management of ACEs Advocacy Groups and in developing and implementing policy and advocacy proposals relevant to the specific work areas agreed together with ACE members.
* To work with the colleagues to analyse and monitor relevant legislation, policies, measures, projects, and studies, relevant to the designated policy area/s and produce policy briefings and analytical reports in consultation with the relevant ACE Advocacy Groups and EIC Working Group/s.
* Defining positions for the industry, in collaboration with members, on areas relevant to the ACE Advocacy Groups and EIC Working Groups.
* Influence the development of new and existing legislation, as well as general policy direction, at political level where it impacts members.
* Work with the Policy & Public Affairs Executive to monitoring and influencing the work of the UK Government, Parliament, and other institutions at political level (decision making bodies etc).
* Work with the Policy & Public Affairs Executive to represent the interests of the ACE membership to UK political bodies where decisions made impact ACE members.
* Offer advice and information to members on how to prepare for and implement legislation related to industry affairs, including horizon scanning, as well as how to respond to Government announcements.

**Advocacy:**

* To develop and implement advocacy strategies towards the most relevant UK institutions and other actors for political change on key issues
* To draft position papers/articles/op-eds/letters/reports
* To contribute to ACE and EIC campaigns, ensuring they are built around solid policy analysis
* Working with the Head of Policy and Policy & Public Affairs Executive to build relationships with key institutions and strategic stakeholders, attending external meetings, collecting intelligence, and building alliances relevant to the different policy areas.
* To support the Head of Policy and others when they are representing ACE/EIC in key events.

**Other tasks:**

* Liaise with ACE/EIC members and facilitate their active engagement in the policy and advocacy work
* Support the voice and participation of ACE/EIC members in all aspects of our work.
* Contribute to ACE/EIC external communication, by writing articles for the website, newsletters etc.
* Develop and foster effective relationships and work collaboratively with colleagues across ACE and EIC, including its members and other external stakeholders/networks as required.
* Maintain the highest standards of accuracy in your own work.
* Support the Head of Policy on other policy related issues, as required.

**PERSON SPECIFICATION**

* Educated to a degree level or equivalent experience.
* 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.
* Experience of working in a membership organisation or similar with advocacy responsibilities.
* 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 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 COMPENTENCIES**

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. 'Maintain the highest standards of accuracy and impartiality in your own work

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.