

JOB DESCRIPTION

1. JOB TITLE: Policy Officer

Department/Division: Policy

2. REPORTING RELATIONSHIPS:

Responsible to: Head of Policy

3. MAIN PURPOSE OF JOB:

To support the Head of Policy and Director of External Affairs in the delivery of GBCC Policy activity on the local and national economy and public affairs, contribute to delivery of income generating activity and oversee secretariat for key groups.

4. KEY RESULT AREAS:

- Supporting the delivery of the annual Birmingham Economic Review, including working with the Head of Policy to secure contributions from key stakeholders and members of the local business community, finalise content provided by partner organisations and draft the printed summary of the report
- Coordinating delivery of value adding events, stakeholder engagement opportunities and resources related to the local and national economy and the recommendations of the Business Commission West Midlands to inform and support GBCC members
- Supporting the delivery of policy activity surrounding major announcements such as the Spring Budget, the Autumn Statement, business rates activity, infrastructure development and emerging priorities for Greater Birmingham in areas such as across areas such Artificial Intelligence and Innovation
- Working with the GBCC Media and Communications team on ensuring key messages and Chamber reactions are communicated and shared with regional and national media outlets
- Contributing to the annual team target on delivery of sponsored and commissioned research and business support
- Supporting the Head of Policy and Director of External Affairs in delivering public affairs related activity engaging with regional and national stakeholders
- Overseeing secretariat for the GBCC's Chamber Council and project managing the delivery of the GBCC's Annual General Meeting

5. KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum 1 years experience in a Policy or Public Affairs related role gained in either public or private sector organisations would be desirable
- Educated to Degree level (or equivalent)
- Strong IT skills (across PowerPoint, Excel, MS Word)

DECLARATION:

Completed By Manager Name: Emily Stubbs

Signed E Stubbs

Date

Staff Member Name:

Signed

Date