

Job title:	Senior Policy Advisor
Department/Division	Policy & Strategic Relationships
Responsible to:	Head of Policy
Responsible for:	N/A
Salary:	Up to £30000
Main purpose of job:	
To support the Head of Policy and Director of External Affairs in the delivery of GBCC Policy and Public Affairs activity, lead delivery of activity on the local and national economy and innovation, and contribute to identifying, securing and delivering income generating activity.	
Key result areas:	
<p>The main duties and responsibilities of the role are:</p> <ul style="list-style-type: none"> - Supporting the Head of Policy and Director of External Affairs in the delivery of the GBCC’s policy, research, campaigning and insight & intelligence services activity - Leading the GBCC’s policy and public affairs activity on the local and national economy, devolution (across the West Midlands Combined Authority Area and Staffordshire), and innovation - including Artificial Intelligence and digitalisation - ensuring that Chamber members are informed of key policy and legislative changes that may impact them and advocating on behalf of members to shape stakeholder decision-making. - Informing and proactively supporting the delivery of Policy-led campaigns activity, particularly in regards to innovation, Artificial Intelligence and digitalisation. - Identifying, securing and delivering income-generating research, business engagement and stakeholder engagement activities. - Proactively building and developing stakeholder relationships, with public sector organisations such as local councils and the West Midlands Combined Authority, and relevant Patron members of the Chamber to support the GBCC’s policy work. - Participating in external engagements, acting as a spokesperson on behalf of the Chamber and representing the GBCC in stakeholder forums in coordination with the Head of Policy, the Director of External Affairs and the CEO of the GBCC. - Leading coordination of and chairing regular member events (online and in-person) with the Bank of England. - Supporting the delivery of policy activity surrounding major announcements such as the Spring Budget and the Autumn Statement, and maximising opportunities around region wide projects such as the Midlands Rail Hub and the West Midlands Interchange 	
Other:	
<p>Health and Safety To comply with the Health and Safety at Work etc. Act 1974 and to take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.</p> <p>Equality and Diversity To always carry out their responsibilities in line with Equal Opportunities Policy and Procedure.</p> <p>Confidentiality</p>	

To maintain confidentiality of information relating to clients, staff, and other users of the services in accordance with the Data Protection Act 2018 and GDPR regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/ or prosecution.

General

This job description is not intended to be exhaustive. You may be required to perform any other duties as the organisation may require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the employer's organisation and interests.

Conditions

All offers of employment are conditional on you demonstrating your eligibility to work in the UK. Offers are also conditional on receipt of a minimum of two satisfactory references, covering at least the last three years on employment, with any gaps in employment history being explained satisfactorily. Whether references are deemed satisfactory is at the discretion of the organisation.

Knowledge, skills & experience (person specification)

Requirement	Essential	Desirable
Education	- Educated to degree level (or equivalent)	-
Knowledge required	-	-
Experience required	- Proven experience in a Policy or Public Affairs related role gained in either public or private sector organisations.	
Skills and aptitude required	- A practical, outcomes focused approach to policy work. - Ability to manage a varied workload and assimilate with new policy areas quickly and effectively. - Ability to work independently as well as within a team. - Strong administrative/ organisational competencies and excellent written and verbal communication skills - Strong IT skills (across PowerPoint, Excel, MS Word)	
Personal qualities	-	
Practical circumstances	- Full UK driving licence	-

Please note that all applicants must have the right to work in the UK. A full UK driving license is essential.

Declaration:

Completed by:

Manager name:			
Signature:		Date:	

Staff member name:			
Signature:		Date:	