

JOB TITLE:	POLICY AND PUBLIC AFFAIRS OFFICER (SCOTLAND)
JOB HOLDER:	
DATE UPDATED:	SEPTEMBER 2021
REVISION (HR Office Use):	VERSION 1

1 MAIN PURPOSE OF THE JOB

To undertake research and analysis of the construction sector, and to lead the development of the Institute's policy position(s) in [our priority areas](#) in the UK's construction sector.

To ensure that the Institute is well positioned within national, devolved and regional Governments, and the wider policy community, and to help influence regulation and policy development in construction.

To work across the Institute, with its membership and external stakeholders including Government(s) (parliamentarians, officials, and national and devolved administrations when appropriate), industry and other professional bodies, to manage the CIOB's policy profile and drive its reputation and engagement opportunities. – with an emphasis on the Scotland region.

2 POSITION IN ORGANISATION

- Reports to the Policy and Public Affairs Manager in the Policy team
- Works both independently, and in consultation with the CIOB policy team, Scotland regional teams, senior staff and members and the External Affairs Advisory Board.

3 DIMENSION & LIMITS OF AUTHORITY

- There is no budget responsibility attached to this role

4 SKILLS & EXPERIENCE

- Demonstrable experience in a policy or public affairs role that has consistently demanded thought-leadership, strategic analysis, writing, research, presentation and communication skills.
 - IT literate in all Microsoft Office packages and familiarity with search engines, social media, CMS and HTML.
 - Enthusiastic and flexible with strong interpersonal skills, a lateral mindset, initiative, and the ability to work independently.
 - Knowledge of UK and Scottish Government and Parliamentary processes, along with ability to assess and make recommendations for policy development.
 - Ability to understand the public interest position of a professional body and how this is distinct from traditional policy making.
 - Knowledge of the construction industry and built environment.
 - Ability to manage groups and facilitate discussion, as well as networking skills.
 - Experience of working in, or alongside Scottish Parliamentarians and relevant Scottish Government departments.
 - Knowledge and experience in maintaining a professional social media presence.
 - Membership of a relevant professional body is desirable.
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PART 2: DUTIES & KEY RESPONSIBILITIES

5 DUTIES & KEY RESPONSIBILITIES

Supporting the development and delivery of the Institute’s policy development and engagement strategy	20%
Work with Departmental colleagues to agree and develop policy positions for the organisation on one or more construction issues. Produce clear, succinct position papers, outlining the Institute’s view on various issues, based on research, evidence, and delivery Attend public speaking engagements to disseminate the Institute’s policy and research work	
Leading CIOB’s engagement programme in Scotland	20%
Work with departmental and regional colleagues to develop and implement an engagement strategy to raise CIOB’s profile and influence with the Scottish Government, MSPs, and key stakeholders in Scotland.	
Providing policy advice and support	10%
Act as a key point of contact internally and externally, offering regular advice to senior colleagues, governments and partners on policy impacting the Institute’s priorities. Be a key point of contact and manage the day to day relationships with members and key stakeholders.	
Conducting research and drafting responses to Parliament and Government consultations	10%
Provide a robust evidence base to support the strategic direction of the organisation and the policy framework. Manage the Institute’s responses to external consultations on areas relevant to your portfolio (TBC), identify policy opportunities for engagement, and provide rapid responses and briefings on policy developments.	
Monitoring policy developments and identifying opportunities for influencing	10%
Monitor relevant national Government departments and Parliament to identify opportunities and/or threats to the Institute. Provide the team and members with timely updates and briefings, along with recommendations for engagement where appropriate.	
Updating and briefing senior staff on policy activity, plus occasional activity around other groups	5%
Ensuring all relevant staff, members, and member groups are informed of policy and public affairs activity with timeous policy briefings and discussion documents. Additional activity on members’ Special Interest Groups, when required.	
Coordination of the External Affairs Advisory Board, plus occasional activity around other groups	10%
Providing secretariat duties to the External Affairs Advisory Board and related groups and committees, advising on policy issues, drafting and forwarding discussion documents and policy briefings. Additional activity on members’ Special Interest Groups, when required.	
Representing the organisation in the public domain, organising and attending meetings with key stakeholders to highlight and discuss the Institute and issues of interest	5%
Engage directly with Scottish policy makers and legislators through written briefs as well as formal meetings – such as Government working groups or cross-party groups (in agreement with line manager) - to promote the Institute’s views. Develop and maintain a tracker document, detailing engagement with political stakeholders.	
Supporting the Policy and Public Affairs team with managing events and organising meetings	5%
Assist the department team in organising and managing events, including party conferences, policy roundtables, and Parliamentary receptions in Scotland.	

PART 2: DUTIES & KEY RESPONSIBILITIES

Overseeing social media presence and drafting editorial content	5%
Promote the work of the policy and public affairs function through the department's twitter account, and policy website. Producing blog and other media content, where appropriate.	

This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.