PART 2: DUTIES & KEY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>POLICY &amp; PUBLIC AFFAIRS COORDINATOR</th>
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<td>JOB HOLDER:</td>
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<tr>
<td>DATE UPDATED:</td>
<td>JANUARY 2022</td>
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<td>REVISION (HR Office Use):</td>
<td>VERSION 1</td>
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1 MAIN PURPOSE OF THE JOB

The Policy & Public Affairs Coordinator will provide comprehensive and efficient secretarial and administrative support to the policy team and associated policy committees at an international, national and regional level. Liaising both internally and externally with committee members, to oversee a range of activities including organising committee meetings, preparing and distributing papers to members, and supporting general administrative activities.

2 POSITION IN ORGANISATION

- Reports to the Associate Director – Policy and works closely with the Director of Policy, External Affairs and Research, and policy team colleagues
- Has regular contact with members of the committees– such as the External Affairs Advisory Board - to support the delivery committee objectives and activity.

4 DIMENSION & LIMITS OF AUTHORITY

- Acts on own discretion in resolving any issues that arise in the course of day-to-day operations.

5 SKILLS & EXPERIENCE

- Experience of working in an office environment; preferably within a policy setting.
- Experience providing committee or working group support and minute taking.
- Ability to prepare reports and correspondence (including audio typing).
- Excellent written and oral communication skills for personnel at all levels of the business, with a high standard of attention to detail in published material.
- Excellent organisational and time management skills with the ability to prioritise a busy workload and manage changing priorities.
- Interest in construction and current affairs desirable.
- Excellent written and verbal communication skills, with the ability to deal confidently and courteously with people at all levels both within and outside the organisation.
- Experience in handling confidential information and maintaining absolute discretion and confidentiality of sensitive information.
- Proficient in all Microsoft software (Word, Excel, Outlook and PowerPoint), with knowledge of MS teams software preferred.
#### Administration

- To provide secretariat and administrative support to CIOB’s External Affairs Advisory Board and associated working groups who report to the Board of Trustee’s and are responsible for setting the strategic direction on policy and public affairs matters (up to 12 meetings a year in total)
- To provide secretariat and administrative support for the policy committees who provide technical knowledge to the Institute’s policy activity. (up to 15 meetings a year in total)
- Maintain efficient electronic records of meetings, actions and relevant papers, suggesting improvements and developing administrative systems where appropriate
- Work with colleagues to monitor existing Memorandums of Understanding with stakeholders at a global, national and regional level.

#### Support the work of the Policy team

- To provide feedback to the team on the work of the policy committees and monitor relevant actions that need taking forward.
- To support the policy team in organising and collating CIOB’s responses to consultation documents when required.
- To provide general administrative support to policy team colleagues (in UK, Ireland and globally) for projects, initiatives, and events such as parliamentary receptions and policy roundtables.
- To work with the communications and digital teams to promote policy and committee activity.

#### Meeting Arrangement

- Arrange and co-ordinate meetings for members of the committees on a regular quarterly basis
- Manage all room bookings, conference call arrangements, catering requirements, and travel and accommodation arrangements for meeting attendees.
- Oversee the co-ordination of all agendas, papers and documents for meetings, ensuring these are distributed in a timely manner.
- Attend meetings as required, acting as secretary and taking notes and formal minutes, and ensuring these are issued and approved in a timely manner.
- Co-ordinate action points arising from meetings, using initiative to monitor and assist internal staff in their implementation.
BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.