

Job Profile

Policy Manager (Maternity Cover)

Department	Communications, Policy & Research
Location	Solihull
Reports to	Head of Communication, Policy & Research
Hours	37 hours but operationally available at all times to meet company requirements. Will consider part -time hours.
Contract	Maternity cover – fixed term (9 – 12 months)
Constraints (travel/ base/ working patterns etc)	Office based with some travel as required.
Salary	Between £40 – 45,000 per annum pro rata (dependent on experience)
Date	July 2018

About us

Everyday over 65 million people in the UK rely on the energy and utilities sector to provide services that are essential to the health, safety and prosperity of every person and business in the UK.

Energy & Utility Skills are at the forefront of bringing our industry leaders together to identify and address the skills challenges our sector faces. We provide membership, assurance and skills solutions to help employers attract, develop and maintain a sustained skilled workforce to safeguard the future health, safety and prosperity of every person and business in the UK.

About the role

Reporting to the Head of Communications, Policy and Research, the Policy Manager will be responsible for all aspects of policy analysis and engagement, critically informing our business strategy, and stakeholder management. You will be responsible for the delivery of high quality market intelligence and customer insights, supporting the generation of income by linking policy insights to our commercial services such as EUSR schemes, IAS and Consulting Services. As well as, the design and delivery of high quality research &/ analysis and market intelligence. The Policy Manager will work with the Marketing team to communicate these insights in a timely and effective manner. This is an exciting role that allows you to take full ownership of policy analysis, engagement and horizon scanning, including input into design of commercial opportunities flowing from this, where appropriate.

You'll be responsible for delivering wide ranging market intelligence that helps us understand the needs of our clients and the demand for our services and products. This will include providing understanding of policy and regulatory timetables along with other factors impacting on our marketplace. You will also provide customer insights derived from a range of sources and research to the rest of the business to inform design of skills solutions and delivery of the Workforce Renewal and Skills Strategy.

About you

To be successful in this role, you will have a strong background in skills and labour market policy and be experienced in delivering research and analysis, which informs business strategy and policy development.

Working alongside key stakeholders, you will have extensive experience of designing and managing research projects, utilising third party providers.

With strong interpersonal skills, you will have established strong working relationships with a range of stakeholders at all levels and be able to manage direct reports effectively.

You will have a passion for public policy and a strategic and analytical mindset.

Rewards

Join our growing organisation and you'll enjoy benefits including flexible working, a generous holiday allowance, a company pension scheme, a performance bonus scheme, childcare vouchers and a Wellbeing Passport.

Energy & Utility Skills Ltd is an equal opportunities employer.

Key Responsibilities:

The key responsibilities of the Policy Manager include:

Management of policy insights and market intelligence

- Lead on delivery of high quality reports and briefings in a range of formats, working closely with internal and external colleagues.
- Understand the needs of the business to ensure outputs are tailored and relevant to deliver the insights required. Lead on communicating policy interpretations and analysis at practical and strategic levels, working with the marketing team to publish findings to stakeholders.
- Conduct efficient and thorough horizon scanning to ensure that critical new policy and regulatory developments are identified and tracked as early as possible, flagging these to the appropriate colleagues and recommending next steps when required.
- Develop pragmatic approaches to accessing essential market intelligence to inform our business strategy and communicate this effectively to stakeholders.
- Project manage and successfully complete delivery of club projects, as required, handing over to the solution delivery team at the appropriate point.
- Lead and project manage the delivery of high quality policy and research projects to time and to budget working closely with internal and external colleagues. This will include the conceptualisation, design, execution, analysis and writing of reports and the presentation of findings.

- Engage key stakeholders and our membership in shaping key policies - and understand the impact that these policies may be having on them - through groups such as the Apprenticeship and Technical Education Advisory Group (ATEAG).

Delivery of policy analysis and insights

- Analyse and interpret a wide range of policy and research material in order to communicate meaningful insights that could influence policies, strategies and activities of the EU Skills Group.
- Communication of policy insights through presentations at employer meetings, member communications etc. This will include engaging employers in the full range of policy activities, as well as representing EU Skills in external meetings or forums.
- Utilising Market Intelligence to ensure that the EU Skills Group is informing and shaping Government policy and providing thought leadership
- Lead on the development of policy positioning for EU Skills Group policy priorities.
- Contribute to raising the profile of the EU Skills Group, Council and NSAP through the provision of intelligence and analysis to support marketing and PR activity
- Lead on and deliver high quality responses to government and other agency consultations. This will include proactive consultation with key stakeholders, including employers, and gaining Executive/Board sign off, as appropriate.

Leadership

- Oversee the development, implementation and evaluation of our policy and research plan, including the effective line management of our Policy & Stakeholder Manager.
- Direct and oversee the strategic development, implementation and impact of policy stakeholder engagement strategy.
- Contribute towards the leadership of the Policy and Research Team, including delegated aspects of performance management, management of perspective budgets, and the delivery of high quality, timely policy work.
- Strategically steer the organisations policy focus, offering regular advice and guidance about the wider team's strategic direction, priorities and delivery and be jointly responsible for the team's delivery and development.
- Lead the commissioning of agencies or associates for research including negotiations on delivery and ensuring effective performance management.

Additional Responsibilities

- Ensure compliance with Energy & Utility Skills data protection policies and processes
- Take reasonable care of your own health and safety and that of others by fulfilling your responsibilities under the Health & Safety at Work Act 1974, as outlined in our Health & Safety policy and online handbook.

Job Holder Specification

Specification	Essential	Desirable
Education		
Graduate or working at graduate level	✓	
Work Experience		
Understanding of the energy and utilities sector		✓
Background in skills and labour market policy	✓	
Extensive previous involvement in public policy development	✓	
Extensive experience of delivering research that informs business strategy/policy development	✓	
Experience of designing and managing research projects utilising third party providers	✓	
Proven experience of building relationships with key stakeholders both internally and externally	✓	
An understanding and previous experience of liaising with marketing agencies, writing design briefs and managing relationships.		✓
Person Skills		
Strong interest in skills and labour market policy	✓	
Strategic and analytical mind set – with a passion for public policy	✓	
Strong qualitative and quantitative research skills, to include instrument design and data management/analysis and reporting.		✓
Strong interpersonal skills with the ability to engage with a range of stakeholders at all levels & manage direct reports effectively	✓	
Ability to manage research/intelligence gathering with internal and external stakeholders	✓	
Strong IT skills including Excel, Powerpoint and experience of using data analysis and survey software	✓	
Strong understanding of current marketing concepts, strategy and best practice		✓
Proven ability to meet deadlines	✓	
Strong written and verbal communication skills	✓	
Strong planning and Project Management skills	✓	

Values & Behaviours

Together

We are stronger together, collaborating to deliver success

- Supporting and empowering each other
- Working as a team to deliver the best for our clients, customers and colleagues
- Being respectful, responsive and reliable
- Keeping all communication clear and constructive
- Understanding and valuing how we all contribute to our success

Being Credible

A trusted voice providing thought leadership to the sector

- Providing expertise, openly sharing insights and best practice
- Taking a proactive approach to understanding the sector and the key issues affecting our members
- Delivering on time and keeping promises
- Ensuring work is of the highest standard and delivering exceptional customer service internally and externally.
- Taking ownership of personal development

Making a Positive Difference

We do the right thing and make Energy & Utility Skills a great place to work

- Inspiring others by going the extra mile
- Bringing energy, passion and a positive approach to work, every day
- Celebrating success and taking pride in everything we do
- Embracing change and identifying opportunities to make a difference
- Leading by example