

Job Profile

Policy Officer

Department	Communications, Policy & Research
Location	Solihull
Reports to	Policy Manager
Hours	Nominally 30 hours but operationally available at all times to meet Company requirements (flex working available)
Contract	Permanent
Constraints (travel / base / working patterns etc)	Due to COVID restrictions currently working from home. This role will be based between home and the office.
Salary	£30-32k FTE (£24-£25,600) per annum plus eligibility for company bonus scheme, wellbeing passport, life assurance and contributory pension
Date	March 2021

About us

Every day over 67 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 Policy Manager, the Policy Officer will primarily support the Policy team on a range of education and skills policy and research work.

You will co-ordinate and contribute to all aspects of policy review and analysis related to workforce renewal and skills for the energy and utilities sector. Your policy insights, stakeholder intelligence and other evidence will critically inform our strategy, positioning Energy & Utility Skills as an influential thought leader in the skills arena.

You will support the business to maintain stakeholder relationships across the UK's national governments and their agencies and deliver high quality market intelligence and customer insights. You will support the generation of income by using policy analysis, stakeholder insights and robust evidence to inform growth of our commercial services. You will also work with the Marketing team to ensure that, where appropriate, these insights are communicated to members and colleagues in a timely and effective manner.

This is an exciting and ideal role for someone looking to develop a career in utilities and/or education and skills policy.

About you

You will be passionate about policy and be proactive in staying abreast of policy reforms and developments. You will enjoy analysing documents and writing policy briefings and communications and will be comfortable communicating at all levels within our business, ensuring that colleagues are well-briefed on education and skills policy and public affairs.

Key Responsibilities:

The key responsibilities of the Policy Officer include:

Policy work

- Monitor the policy landscape for utility and skills policy and provide analysis and impacts for members across the 4 nations.
- Work with policy colleagues to ensure that we are coordinating the sector voice around skills needs and translating into the specific sector viewpoint.
- Working across the sector, understand the specific needs of the sector skills to shape government policy.
- Working with colleagues, identify and build the sector response to government consultations across the 4 nations.
- Identify key policy issues; assembling, interpreting and analysing this information to produce briefings, reports, consultation documents, online material and content for the member newsletter and updates for internal colleagues.
- Manage the sector messaging and update as policy and communications develop, to provide members and colleagues with a one-page aide memoire.
- Draft policy papers, position papers and consultation responses to inform members of policy implications and ensure that they are adequately represented in a sector response.
- Assist with the development and implementation of the Policy strategy and work plan where required.
- Provide support and communications around the delivery of the Energy & Utility Skills Workforce Renewal and Skills Strategy.
- Provide support for the management and reporting of the Apprenticeship and Technical Education Advisory Group (ATEAG)

Policy insights and intelligence

- Monitor the UK external environment to identify publications, consultations and news of interest, providing the organisation and members with regular analysis and updates.
- Author relevant content for sector round-up, our monthly member communication.
- Manage the organisation's policy knowledge hub including dissemination of intelligence.

- Delivery of high quality and timely policy reports and briefings in a range of formats, working closely with internal and external colleagues.
- Co-ordinate and communicate policy interpretations and analysis at practical and strategic levels, working with the marketing team to publish findings to stakeholders.
- Ensure that critical new policy and regulatory developments are identified and tracked as early as possible.

Stakeholders & member engagement

- Provide administration support for policy meetings, including Apprenticeships and Technical Education Advisory Group (ATEAG) – working closely with colleagues and members to create agendas, co-ordinate documents, follow up on actions and write minutes.
- Support the business with engaging stakeholders and our membership in shaping key policies - and understand the impact that these policies may be having on them - through employer groups, such as the ATEAG, and via Client Managers.
- Represent and promote Energy & Utility Skills at conferences, meetings and other events.
- Assist in ensuring close links are established between Policy and other internal teams and advise on important policy issues where appropriate.
- Update CRM on stakeholder engagement where appropriate.

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.
- Undertake any other such duties or general tasks and hours of work as may reasonably be required.

This job description will be reviewed and amended in the light of changing professional demands.

Job Holder Specification

Specification	Essential	Desirable
Education		
Graduate or working at graduate level	✓	
Work Experience		
Understanding of the energy and utilities sector		✓
Experience of having worked in skills or education policy	✓	
Experience of delivering analysis on policy for members	✓	
Previous experience of working with skills or education policy and documenting the implications	✓	
Person Skills		
Keen interest in skills, education and sector policy	✓	
Analytical mind-set; analyses numerical, verbal data and all other sources of information; makes informed judgements from the available information and analysis.	✓	
High level of interpersonal skills; establishes good relationships with colleagues and stakeholders; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels	✓	
Ability to manage research/intelligence gathering involving internal and external stakeholders; demonstrates a rapid understanding of a range of information and manages knowledge	✓	
Good IT skills, including Excel, Word and PowerPoint		✓
Excellent verbal communication skills and ability to write clearly, succinctly and correctly in a convincing and engaging manner. Writes in a well-structured and logical way to meet the needs and understanding of the intended audience	✓	
Plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks and monitors performance against deadlines and milestones.		✓

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