

JOB DESCRIPTION

Job Title:	Policy and Public Affairs Manager
Responsible to:	Director of Policy and Communications
Responsible for:	TBC

Responsibilities

The postholder will be responsible for managing and delivering strategic policies and public affairs activities across a range of regulatory areas through close collaboration with colleagues in other departments and engagement with external stakeholders. With appropriate proactivity and independence, they will support the Director of Policy and Communications and the wider organisation with policy and communications activities that support the delivery of our statutory duties.

- Undertaking policy research, analysis and development in collaboration with colleagues across different departments to deliver a programme, or specific projects, that will shape the future of the architectural profession.
- Gathering, analysing, and interpreting evidence from a wide range of sources to inform and support the development of ARB policy.
- Identifying research requirements including horizon scanning, and managing, undertaking, or managing external agencies to deliver the research.
- Writing reports, briefings, consultations and a range of other communications materials to the highest standard, for publication and catering to a range of audiences.
- Managing and delivering engagement and consultation as part of ARB's policy development, through an iterative approach that is informed by a wide range of stakeholder groups.
- Building and managing relationships outside the organisation to understand and help to shape the architectural profession, including stakeholders in government, the built environment sector, think tanks, educational institutions and student representative organisations.
- Managing public affairs activities including proactive political and stakeholder engagement to help different audiences understand ARB's regulatory role, and to understand their views and expectations.
- Communicating ARB policies and positions to key decision makers and thought leaders through a range of channels including, but not limited to, presentations, written reports, blogs, responses to government consultations and parliamentary inquiries.
- Proactively stay abreast of political developments and emerging legislation and policy across all aspects of the built environment and education sectors that relate to ARB's roles and responsibilities.
- Contributing to the overall delivery of ARB's Strategic Aims and Business Plan, including delivery of ad hoc project work and general support across the organisation.
- Line managing one or more colleagues as the Policy and Communications Department is developed.
- Working collaboratively and flexibly to assist within the office to meet demands of throughput of work across ARB.
- Other such relevant or related duties which may be required from time to time.

Person Specification

Part 1

Essential Knowledge, Skills & Experience:

Essential

- Demonstrable experience of working in public policy or public affairs, preferably at national level.
- Good knowledge and experience of policy development processes and different research methodologies.
- A track record of developing, managing and delivering successful public affairs engagement.
- Experience of working with a broad range of internal and external stakeholders at all levels and building lasting relationships.
- An excellent communicator, with the ability to tailor their written and spoken style to the relevant audience.
- Experience of cross-team working.
- Able to thrive managing a varied and challenging workload.
- Adept at developing and managing own projects.

Key Skills

- Proven research skills and experience of drafting policy documents and reports, and ability to translate complex concepts for the public, the architecture profession and policy makers.
- Proven policy development skills including the ability to co-create policy solutions through an evidence-based approach and working with internal departments and external stakeholders.
- Ability to build collaborative and productive relationships with senior leaders, executive and non-executive officers, and technical and operational experts at all organisational levels.
- Excellent interpersonal skills, with the ability to act sensitively where there are different, sometimes divergent viewpoints which must be respected to make progress.
- Good written and verbal communication skills, to absorb complex information and present it to different audiences in a clear and accessible way, including briefing and advising senior leaders.
- Excellent copywriting skills, and the ability to develop and adapt content for a range of digital and other products including websites, reports, emails or letters and social media updates.
- Skilled in managing public affairs engagement, in particular during times of legislative development and/or policy changes.
- Experience of managing political monitoring systems to ascertain political intelligence and proven success in applying intelligence to work plans.
- Ability to operate independently as part of a small, hard-working team.
- Prepared to assist outside of office hours where necessary to meet project requirements.
- Good organisation skills including the ability to track priorities, work to deadlines and manage projects, and flexible and adaptable approach, with the ability to respond to shifting priorities and a rapidly evolving external environment.
- A commitment to learning and improvement.

Desirable

- Although not essential, experience of the built environment sector and/or a regulatory environment would be ideal but not essential.

Part 2

Personal style and behaviour

- An approachable, enthusiastic team player

- A high level of personal credibility, integrity and authority which generate trust and confidence
- Highly professional; acts with appropriate accountability and in line with the ARB values
- Demonstrates drive, enthusiasm, tenacity, determination and resilience
- Results focused and solution-oriented
- Has developed a political awareness and sound judgement
- Excellent communicator who can bring external policy insight into the organisation

Core Competencies Required

We would expect all candidates to be able to demonstrate the following competencies:

Competence	Attributes
Understanding of the regulatory sector	<ul style="list-style-type: none"> • Demonstrates an understanding of the role and purpose of ARB • Demonstrates appropriate motivation for undertaking the role • Shows an awareness and application of the Nolan principles of standards in public life
Strategic ability	<ul style="list-style-type: none"> • Understands contexts, stakeholders, influencers • Builds commitment to a shared vision of the future • Creates a systemic culture of strategic understanding • Simplifies complexity, communicating clearly with all parties so they understand key principles • Aligns short, medium and long term actions to deliver agreed outcomes
Relationship development	<ul style="list-style-type: none"> • Develops positive and effective relationships with internal and external stakeholders • Works effectively with external providers, communicating with them successfully to develop and progress the relationships ensuring the best outcomes for ARB • Engages proactively with internal colleagues to support communications activities and contribute to wider organisational projects • Listens to and shows respect for the opinions of others • Contributes constructively and effectively
Leadership and people management	<ul style="list-style-type: none"> • Creates, sustains and drives organisational high performance • Multiplies productivity through personal impact on others • Leads and manages the team, dealing with both excellence and under-performance • Contributes constructively and effectively, inspiring others • Manages unexpected events professionally, to best outcomes
Personal Organisation	<ul style="list-style-type: none"> • Demonstrates strong organisational skills, to work effectively to deadlines • Manages workload with minimal manager support, with the ability to react to changing and varied priorities and coordinate a range of concurrent projects • Shows strong attention to detail
Service Delivery	<ul style="list-style-type: none"> • Contributes to a culture of continuous improvement

	<ul style="list-style-type: none"> Manages unexpected events professionally, using initiative, while being aware of when it is appropriate to escalate and seek senior support
Focus on results	<ul style="list-style-type: none"> Creates a systemic performance culture based on appropriate metrics Sets stretching targets and objectives for the team Creates and sustains high employee engagement Drives a culture of continuous improvement
IT capability	<ul style="list-style-type: none"> Ability to identify systems and platforms that support organisational objectives (i.e. survey platforms, communications tools) Ability to analyse and produce valuable statistical data Ability to use IT to reach appropriate audiences Ability to use IT to collaborate with others effectively
Risk management	<ul style="list-style-type: none"> Ensures risk management processes effectively mitigate current and anticipated risks proportionate to their likelihood of occurrence and impact

Values

ARB's organisational values were set by our staff team in 2018 and we look to its employees to demonstrate the following qualities:

Be Positive: Contribute to a positive environment for you, your colleagues and the users of our services

Be Brave: Be courageous and proactive in all that you do

Be Supportive & Honest: Demonstrate an open, co-operative and respectful attitude in all your exchanges to build effective working relationships which are built on trust

Be an Expert: Take ownership, grow and share your knowledge

Strive To Do Better: Set high standards for yourself and for ARB and always look for ways we can improve

Development & Awareness

- All staff are required to develop themselves through training. They are also responsible, in conjunction with their Line Manager, for identifying any training and development needs.
- This position may require the post holder to undertake travel across the UK, work unsociable hours on occasion, including some weekend and overnight stays.

Postholder:

Date:

Manager:

Date: