

JOB DESCRIPTION

Job Title:	Policy Officer
Division/Section:	Policy and Communications
Responsible to:	Policy and Public Affairs Manager
Responsible for:	N/A

Responsibilities:

The postholder will work within the Policy and Communications team and work on ARB's policy development. They will collaborate closely with colleagues, including in other departments, to have an important role in helping to improve ARB's approach to regulation.

This will include:

- Working with colleagues to develop policy proposals.
- Preparing draft policy papers and internal discussion documents.
- Arranging and supporting internal and external meetings.
- Drafting external written material for publication.
- Preparing consultations and surveys for external audiences.
- Analysing consultation responses to help deliver insights and recommendations.
- Writing consultation outcome reports.
- Contributing to the team's external monitoring of political developments, the architecture sector and its related policy areas.
- Preparing internal briefing material and summaries.
- Maintaining contact lists and records of engagement with stakeholders.

Person Specification

Experience

- Experience of policy development, including writing policy proposals.
- Some experience of working on public consultations.
- Experience of researching a topic using a variety of sources.
- Experience of delivering work to deadlines, including across more than one project.

- Experience of producing high quality written material for internal or external use.
- Some understanding of how policy and communications activities can complement each other.

Key Skills

- Ability to consider policy problems and potential solutions to these, including how others may be affected by them.
- Good reading comprehension and ability to understand and summarise information.
- Excellent writing skills.
- Good research skills and ability to use initiative to seek information to then summarise for internal audiences.
- Good verbal communication skills and ability to work closely with colleagues as part of a small team.
- Developed organisation skills, including the ability to work to set priorities and deadlines while managing own workload.
- Picking up new tasks quickly, with enthusiasm and a desire to learn more.
- Strong attention to detail.

Core Competencies

<p>Organisational Factors</p>	<ul style="list-style-type: none"> • Manages workload independently within the ability to react to changing and varied priorities. • Manages unexpected events professionally, using initiative, while being aware of when it is appropriate to escalate. • Has the flexibility to deal with changing priorities and demanding situations. • Identifies objectives and success factors for own area of work. • Works in collaboration across the organisation. • Actively supports opportunities for cross-team working and joint action on projects and programmes of work. • Works to standards or service and is held to account for delivery against them. • Able to build a framework of systems and procedures so colleagues understand area of expertise. • Respects diversity and equality. • Plans a project to ensure all relevant people are involved at the beginning.
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<p>Service Delivery</p>	<ul style="list-style-type: none"> • Contributes to a culture of continuous improvement within own section and the wider organisations. • Proactively develops systems and new ways of working. • Can be a role model to teams delivering a high level of service outcomes. • Provides a professional customer focused approach to all stakeholders. • Negotiates by building a shared understanding. • Keeps people informed and provides timely updates. • Consults and involves all stakeholders where appropriate. • Is helpful, courteous and patient to all stakeholders and colleagues. • Is sensitive to others and is aware of own impact when dealing with challenging situations.
<p>Communication</p>	<ul style="list-style-type: none"> • Is factually accurate, comprehensive and clear in communication. • Shares information with colleagues to facilitate learning. • Good interpersonal and communications skill when dealing with colleagues and external stakeholders. • Produces relevant written communication in a report and letter formats. • Engages positively showing respect and empathy. • Advises others on procedures and delivers training modules/programs. • Delivers presentations of moderately complex material at meetings. • Explains information and provides guidance, at times to non-specialists • May lead team discussions or briefings
<p>Personal Attributes and Expertise</p>	<ul style="list-style-type: none"> • Team management and supervisory skills • Detailed operational or technical knowledge within own team • Ability to undertake complex technical or specialist work • Thorough knowledge of policies, standards and procedures in own area. • Works towards the growth of the function with clear success goals. • Is approachable and visible within the team and seen as a team role model. • Works in partnership with colleagues outside their function. • Project and programme management skills.

Analytical Awareness

- Understands the operational risks within own area and supports the process of mitigation and management of issues.
- Uses diverse analytical skills to deliver in own area around objectives and outcomes.
- Receptive to feedback provided and evidence collected as part of policy and operational development.
- Specific expertise in certain analytical processes.
- May lead consultation and research processes.
- Keeps up to date with developments in regulation and wider area of ARB.
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