

Job Title: **POLICY EXECUTIVE**

This is a development role. You will be supported to develop your skills and abilities in this role with the intention of moving into a Policy Management role over time.

Reports to: Managing Director

Job Purpose:

Work with the Managing Director to provide an effective policy and representation function for the Chamber, and representing the interests of members and businesses on key issues which affect the local, subregional, regional and national agendas and undertaking relevant media activity. As part of the above, support and undertake ongoing development, delivery and monitoring of Cumbria's LSIP, including undertaking research and engaging with other LSIPs and local, regional and national stakeholders.

Principal Accountabilities:

- Work with the Managing Director to provide an effective policy and representation function for the Chamber, and representing the interests of members and businesses on key issues which affect the local, subregional, regional and national agendas and undertaking relevant media activity
- Undertake policy related research and engagement, including both primary and secondary research
- Produce weekly policy update and other policy communications and input into wider Chamber communications
- Respond to relevant consultations as the Chamber
- Plan, arrange and facilitate Chamber policy type events and meetings
- Input to and engage with British Chambers of Commerce policy activity
- Play an active role on relevant boards and groups, representing Cumbria Chamber and business interests as appropriate
- Facilitate and support the activities of the Chamber Council
- Support and undertake ongoing development, delivery and monitoring of Cumbria's LSIP, including undertaking research and engaging with other LSIPs and local, regional and national stakeholders
- Develop and sustain personal networks with relevant representatives of business and other stakeholders in support of company objectives
- Provide other support to the Managing Director as required
- Providing research and other support as needed for development of Chamber activities, working with our Head of Business Support and Head of Membership & Commercial
- Any other activities as required to ensure effective operation of the business

Planning and Organising:

- Planning and organising preparation and implementation of policy and related activity

Decision making:

- Decision making with regard to the job role within the guidelines and ethos of the organisation
- Gathering, presentation and analysis of information relevant to the job role

Internal and external relationships:

- Stakeholder management
- Developing and maintaining an effective day-to-day working relationship with the rest of the Chamber team

- Developing and maintaining good relationships with member businesses, the wider business community and wider partners within the county
- Developing and maintaining good relationships with relevant partners and other stakeholders regionally, nationally and internationally

Knowledge, Skills and Experience Needed:

- Robust, straightforward, target focussed, enthusiastic and self motivated
- Ability to develop , maintain and manage effective working relationships with a wide variety of partners
- Graduate or relevant experience equating to graduate capabilities
- Excellent analytical skills,
- Proven administration and IT competencies
- Self-confident, quick learner with potential for further development
- Strong communication, leadership and organisational skills
- Can operate at all levels including Board level
- Understanding of and active interest in business and the business environment
- Ability to drive progress forward, overcoming obstacles and potential sources of delay
- Ability to develop and maintain effective relationships internally and externally to the organisation

PERSON SPECIFICATION

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COMMUNICATION SKILLS	Essential	Desirable	How Tested
Excellent oral and written communication skills	/		AF/I
Ability to develop and maintain effective relationships with a wide variety of partners and organisations	/		AF/I
Robust negotiation skills	/		AF/I
QUALIFICATIONS			
Business qualification		/	AF
Graduate or relevant comparable experience	/		AF
WORK EXPERIENCE/JOB SKILLS			
Sound analytical skills	/		AF/I
Broad ICT competencies	/		AF/I
Sound administration skills	/		AF/I
Excellent presentation skills	/		AF/I
Effective leadership and organisational skills	/		AF/I
Ability to operate at all levels including Board level	/		AF/I
Ability to work with partners to deliver common objectives	/		AF/I
Ability to operate to changing priorities and challenging timescales as required	/		AF/I
Understanding of and active interest in business and the business environment	/		AF/I
MANAGEMENT/SUPERVISORY STYLE			
Ability to develop , maintain and manage effective working relationships with a wide variety of partners	/		AF/I
Ability to drive progress forward, overcoming obstacles and potential sources of delay	/		AF/I
PERSONAL QUALITIES			
Personal drive and enthusiasm	/		AF/I
Ability to work under pressure and to tight deadlines	/		AF/I
Confidence to take on new roles	/		AF/I
Robust, straightforward and target focussed	/		AF/I
Self confident and a quick learner	/		AF/I
OTHER ATTRIBUTES			
Valid UK licence		/	AF
Ability and willingness to work flexibly	/		AF/I

How tested: AF= Application Form, I = Interview,