

Job Description

Job Title	Policy and Public Affairs Manager	Grade	3
Department	Comms and External Affairs	Reports	2
Reports to	Head of Policy and Public Affairs		

Our Values

The role holder will be expected to operate in line with our company values of:

- Progressive
- Warm
- Excellent
- Thoughtful

Values are the principles that drive our behaviours. They are organisation-wide and should be adopted by everyone. Behaviours provide a consistent standard we can all expect inside the organisation from one another, and towards our members and stakeholders.

Main Purpose of the Role

To support and advise the Head of Policy and Public Affairs in ensuring the project profession builds its voice and influence across governments, parliaments and wider stakeholders.

To manage the work and development of the academic research and policy and public affairs teams.

To oversee the successful development of APM's policy and public affairs programme, to maximise the voice of the profession and increase awareness and buy in for the vital role project professionals play.

To oversee the successful development of APM's academic research programme, advancing the science of project management, for the benefit of society.

Dimensions & limits

This role supports and advises the Head of Policy and Public Affairs in the successful completion of their duties, alongside line management of two staff members. It will include regular budget responsibility.

Key Relationships

Internal

- Communications
- Business development
- Marketing
- Knowledge
- Publishing

External

- APM individual and corporate members
- Academia
- Parliamentary and Government (Both UK and international)

- Professional bodies

Career Development

We are a learning organisation and want our employees to learn and grow during their time with us. There are many ways in which they can do this:

- Personal development days offer an opportunity to attend interactive bite sized training events
- Our fantastic knowledge share calendar of events enables colleagues to share their knowledge with each other as well as access to a coach or mentor to help employees to navigate their chosen career paths
- Shadowing in other departments is a popular way to learn about the roles and challenges across the different functions

Key responsibilities / accountabilities

Planning

- Work with the Head of Policy and Public Affairs to shape, develop and promote APM's policy positions and create effective public affairs influencing strategies.

Policy

- Oversee the monitoring of Government and other relevant stakeholders, and policy developments, to help shape the association's policy and public affairs planning.
- Identify and act on policy opportunities developing clear and well researched materials for external political and policy audiences.
- Oversee the development of policy research, briefings, reports and APM's policy manifesto alongside responses to consultations, select committee enquiries, bills and media developments.
- Provide policy guidance and information both internally and externally.
- Liaise with members, corporate partners and volunteer networks to identify appropriate initiatives and activities for promotion to external stakeholders.
- Synthesise APM's commissioned and academic research to support our policy and influencing priorities.
- Oversee and support APM's academic research team to operationalise the research strategy.
- Oversee and support APM's academic research team to disseminate and deliver impactful research.

Public Affairs

- Develop APM's political stakeholder engagement programme, building relationships with politicians, civil servants and other relevant audiences.
- Support APM's international political engagement.
- Oversee the management of the UK Parliament APPG for Project Delivery. This includes the relationships with the four officers, members and the consultant providing secretariat support.
- Oversee APM's presence at the UK political party conferences and other international public affairs events.
- Represent APM at key internal/external meetings, policy groups and events where required.
- Collaborate with cross-functional teams to ensure alignment between research and policy & public affairs, and wider APM work.

Management

- Manage and develop staff through coaching and delegation to ensure effective performance management.

Key responsibilities / accountabilities

- Work with the Head of Policy and Public Affairs to set and monitor budgets and contribute to APM's business planning process.
- Undertake any other duties as agreed with the Head of Policy and Public Affairs.

Key Performance Measures

- Demonstrable evidence of increased influence through influential meetings and dialogue with political stakeholders.
- Expansion of APM's international monitoring and political influence.
- Dissemination of impactful research and policy reports.
- Supportive management and development of the team.
- Acting in a way that maintains and enhances APM's credibility and reputation as a non-party political charity.

Person Specification – Policy and Public Affairs Advisor

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Undergraduate or master's degree in public policy, international development, political science, economics, history, or a related discipline. 	
Experience	<ul style="list-style-type: none"> • At least 5 years of relevant professional experience, with a minimum of 2 years in a managerial or supervisory role. • Political experience of working in a Parliament, or a government department. • Demonstrable experience of working in public policy, public affairs, or political work. 	<ul style="list-style-type: none"> • Experience of working in a membership body environment.
Knowledge	<ul style="list-style-type: none"> • Policy development including research methodologies. 	<ul style="list-style-type: none"> • Project management methods and theory.

	<ul style="list-style-type: none"> • Proven expertise in research, including both qualitative and quantitative methods. • Familiarity with policy processes at national or international levels. 	
Skills	<ul style="list-style-type: none"> • Leadership and team management. • Research and analysis skills to deliver policy development. • Outstanding communication skills, both in terms of written and oral work. 	
Behaviour / competency	<ul style="list-style-type: none"> • Communication skills. • Creativity & innovation. • Influence and persuasion. • Interpersonal skills. • Relationship building. 	