

## Job Description

<b>Job Title</b>	Policy and Public Affairs Advisor	<b>Grade</b>	2
<b>Department</b>	Comms and External Affairs	<b>Reports</b>	None
<b>Reports to</b>	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 help deliver the APM's strategy, to maximise the voice of the profession and increase awareness and buy in for the vital role project professionals play in supporting public policy, by bringing our policy and research programmes into the heart of government.

To harness the expertise and evidence of APM members and academics and use it to develop policy positions and communicate them through high-impact policy products, including briefings, reports, blogs, and media statements.

### Dimensions & limits

This role supports and advises the Head of Policy and Public Affairs in the successful completion of their duties, so will not include line management or regular budget responsibility.

However, it is expected the post holder will have ample opportunities to manage and be responsible for specific events (and their budgets), policy areas and content production (e.g. consultation responses). It is envisaged that the post holder will become the APM expert in certain policy areas.

### Key Relationships

#### *Internal*

- Research, Communications, Business development, Marketing, Knowledge, Publishing

#### *External*

- APM individual and corporate members, Academia, Parliamentary and Government (UK, Ireland, devolved), 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

#### Public Affairs

- Help raise the profile, credibility & influence of APM with key individuals & audiences across the public, private & voluntary sectors (including other professional bodies) and within government.
- Gather political intelligence and engage in regular horizon scanning to identify areas of government and public concern that are relevant to APM's policy priorities and to raise with the Head of Policy and Public Affairs.
- Monitor and report on government, parliamentary and political party activity related to APM's key issues and offer advice to internal colleagues on political issues.
- Support dissemination of APM research reports through public affairs plans.
- Regularly attend events and represent APM externally, proactively networking and building constructive political relationships to identify allies and amplify our messages.

#### Policy

- Lead creation of APM's policy priorities and positions.
- Work with members of APM, political stakeholders and academia to research, develop and write effective evidence-based policy products, including consultations, briefings, reports, presentations, blogs, and media statements.
- Work with the Research and Impact Advisor to bring APM's academic research into the heart of policy development.
- Support development, and then act as secretariat, for a potential APPG for Project Management, arranging evidence sessions and leading report creation.
- Support delivery of profile raising policy events in Parliament and elsewhere (e.g. roundtables, panel events, APPGs) to bring our policy messages directly to policy makers.

### Key Performance Measures

- Demonstrable evidence of increased influence through influential meetings and dialogue with political stakeholders.
- Existence of horizon scanning processes leading to increase in proactive engagement through intelligence gathering.
- Development of policy position statements and an increase in the number of areas APM is seen to have a position on.
- Using policy positions to build leadership of the profession, informing internal and external stakeholders of our work.
- Acting in a way that maintains and enhances APM's credibility and reputation as a non-party political charity.
- Supporting research and impact advisor to deliver impact through the dissemination of research reports, using public affairs plans.

## Person Specification – Policy and Public Affairs Advisor

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Education to degree level.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Good track record of stakeholder management and building partnerships across the public, private and voluntary sectors.</li> <li>Demonstrable experience of working in public policy, public affairs, or political work.</li> </ul>	<ul style="list-style-type: none"> <li>Political experience of working in a Parliament or government department.</li> <li>Experience writing policy briefings, consultation responses and/or thought leadership pieces.</li> <li>Experience of working in a membership body environment.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Public affairs theory.</li> <li>Policy development including research methodologies.</li> <li>Delivering impact.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Government policy development processes.</li> <li>Knowledge of Parliamentary processes.</li> <li>Project management theory.</li> <li>An understanding of the important role research plays in the influencing agenda.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Effective influencing and networking skills with the ability to maintain and extend stakeholder and customer relationships.</li> <li>Research and analysis skills to deliver policy development.</li> <li>Outstanding communication skills, both in terms of written and oral work.</li> <li>Excellent time management and attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>Minute taking, proof reading and diary management skills.</li> </ul>
<b>Behaviour / competency</b>	<ul style="list-style-type: none"> <li>Communication skills.</li> <li>Creativity &amp; innovation.</li> <li>Influence and persuasion.</li> <li>Interpersonal skills.</li> <li>Relationship building.</li> </ul>	