

Job Description

Job Title:	Corporate Governance Policy Advisor
Responsible to:	Head of Corporate Governance
Job Purpose:	<p>To contribute towards the IoD’s Royal Charter objective to “promote for the public benefit high levels of skill, knowledge, professional competence and integrity on the part of directors” by –</p> <ul style="list-style-type: none"> • Developing policy for the IoD on the law and regulation of corporate governance • Communicating the IoD’s perspective to key stakeholders, including policy-makers, companies, investors and the media, with the aim of bringing about positive change for corporate governance in the UK
Key objectives/ responsibilities:	<ul style="list-style-type: none"> • Working closely with the Head of Corporate Governance, wider policy team and Interim Director General for External Affairs, to help develop a policy stance that represents the interests of our members and advances the cause of good corporate governance • Drafting reports, consultation responses, speeches, press releases etc. which communicate this perspective • Engaging with a variety of external stakeholders in order to achieve the IoD’s governance goals and to help build the profile of the Institute • Coordinating with other IoD teams on matters relating to professional standards and professional development • On occasion, appearing in the media as an IoD spokesperson on relevant governance issues • Acting as the IoD’s point of contact with the Global Network of Director Institutes and engaging with the European Confederation of Directors Associations • Organising events relating to the IoD’s corporate governance work, in conjunction with the IoD’s events team
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Head of Corporate Governance; policy team • Communications team • Interim Director General for External Affairs • Professional Development team <p>External:</p> <ul style="list-style-type: none"> • Relevant government departments and parliamentary committees (primarily BEIS); parliamentarians • Investors and other organisations with an interest in corporate governance • IoD’s international associations: Global Network of Director Institutes and the European Confederation of Directors Associations
Hours:	Monday to Friday, 9.00am – 5.00pm
Location:	116 Pall Mall, London

Person Specification

<p>Key Personal Attributes</p>	<ul style="list-style-type: none"> • A positive and professional attitude, demonstrating the values of the IoD • Excellent interpersonal and communication skills • Agile approach to getting things done • Capable of building rapport at all levels in a confident, open and honest manner • Tenacious with ability to challenge appropriately • Confident, empathetic and effective when dealing with Senior level Business Leaders
<p>Qualifications/ Experience:</p>	<ul style="list-style-type: none"> • We will consider candidates from a range of different professional backgrounds, such as policy, legal/company secretary, investor relations, so long as the candidate can demonstrate relevant experience relating to the field of corporate governance. • Specific political/policy-related experience would be beneficial, but is not essential if the candidate can demonstrate knowledge and awareness of the political background to corporate governance policy.
<p>Knowledge/ Skills:</p>	<ul style="list-style-type: none"> • Good understanding of and interest in corporate governance policy issues, company law and the role of the board of directors. • Excellent communication skills, both written and spoken • Credibility in front of a senior level audience • Ability to research and author high quality articles and reports for a business audience • Competence in public speaking and presentations • Willing to undertake occasional travel • Willing to appear in the media, and credible as an IoD spokesperson