

Job Description

Job Title:	Deputy Director of Policy
Responsible to:	Interim Director General – External Affairs
Job Purpose:	<p>To play a significant role in the IoD’s efforts to represent its members to policy makers and to encourage a climate favourable to entrepreneurial activity and wealth creation, in line with organisation’s Royal Charter.</p> <p>To pursue the Institute’s Royal Charter goal to promote high standards and appropriate regulation of corporate governance in the UK.</p>
Key objectives/ responsibilities:	<ul style="list-style-type: none"> • Creating and implementing public affairs strategies to deliver the IoD’s policy goals, based on member priorities and the Institute’s Royal Charter • Maintaining and strengthening relationships with key stakeholders including government departments, regulators and parliamentarians • Taking particular responsibility for skills and regulation policy, two key areas of concern for IoD members • Assisting the Interim DG for External Affairs in overseeing the day-to-day operation of the IoD’s policy team, including managing the Parliamentary Affairs Officer, with other potential line management responsibilities • Working closely with the IoD’s communication team to maximise the IoD’s impact in the media, and ensure the IoD’s activities are communicated to members • Advising the Director General and Executive Committee on the IoD’s political positioning and strategy • Building relationships with IoD staff and volunteers across the UK to ensure the voice of members from all parts of the country are heard in Westminster; occasional regional travel • Acting as representative for the IoD, as appropriate, at events and in the media
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Interim Directors General, Chair • Line management responsibility for the Parliamentary Affairs Officer • Communications and marketing teams, Information and Advisory and Professional Development teams <p>External:</p> <ul style="list-style-type: none"> • Government Departments (in particular BEIS, HMT, DfE, DfT, others as necessary) • Parliamentarians and relevant parliamentary committees/APPGs • Key regulators and government agencies • Other opinion-formers, including think tanks and campaign groups as appropriate
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 • Calm and resourceful manner to deal with difficult situations
<p>Qualifications/ Experience:</p>	<ul style="list-style-type: none"> • Degree level qualification or higher in a related subject • Relevant experience working in policy eg. Government department, think-tank, trade association, NGO. Direct experience working on business policy issues a distinct advantage, but a range of experience will be considered • Resonance with the IoD’s mission to develop, support and represent skilled, knowledgeable and responsible leaders, for the benefit of the economy and society at large • Experience of working with senior management in a fluid and often fast-moving role
<p>Knowledge/ Skills:</p>	<ul style="list-style-type: none"> • Strong understanding of the policy-making process and current political environment • Excellent writing skills, including the ability to synthesise complex information so that it can be readily understood by IoD members • Ability to form relationships with key stakeholders • Proven ability to thrive in a busy, high profile environment.