

<b>Job Title</b>	Policy Manager, Data Analytics
<b>Reporting to</b>	Head of Industry, Technology and Innovation
<b>Location</b>	Borough, London
<b>Salary</b>	£28,397 - £35, 619 (depending on experience)
<b>Hours</b>	Full-time or part-time
<b>Contract type</b>	Permanent with a 6-month probationary period
<b>Job Overview</b>	<p>Policy Connect is looking for a policy manager to join our Industry Technology and Innovation (ITI) team to lead our data policy work overseeing the work of the All Party Parliamentary group for Data Analytics (APGDA).</p> <p>This is an excellent opportunity for someone with a strong interest in data policy issues at a time when Data, Artificial Intelligence (AI), ethics policy and regulation is an increasingly prominent focus for the UK Parliament and the political processes.</p> <p>It is a creative role that requires excellent stakeholder management, communication and policy writing skills to deliver a high impact programme of parliamentary events and policy papers.</p> <p>Past reports include Trust Transparency and Tech and later this year the team will be launching a report on Place – based AI data ethics looking at issues around governance and trust from the perspective of communities and local economies. Future work will include events and research focusing on data ethics and skills, technology disruption, big data and digital literacy. For more information on our work, please see our website <a href="#">here</a>.</p>
<b>Main responsibilities</b>	<p><b>Parliamentary events and meetings</b></p> <ul style="list-style-type: none"> <li>• Develop and design our program of Data policy events, by researching topics and gaining insight and intelligence from relationships with high profile figures in Parliament, Whitehall, and the Data analytics sector; and assessing the purpose and impact of each event.</li> <li>• Lead the delivery of Data policy events, including events management, producing briefings for chairs and speakers, and public speaking at events.</li> <li>• Represent Policy Connect at external conferences, policy fora and events in consultation with the line manager.</li> <li>• Develop and deliver key outputs for our work stream on Data Policy. Key outputs/channels include: <ul style="list-style-type: none"> <li>○ Website</li> <li>○ Newsletters</li> <li>○ Policy briefings and event summaries</li> <li>○ Social media</li> <li>○ Press releases</li> <li>○ Speaking engagements at our own and third-party events</li> </ul> </li> </ul> <p><b>Policy Research</b></p> <ul style="list-style-type: none"> <li>• Lead on the design and management of APGDA research and influencing projects to achieve impact on the government’s strategy and plans, including scoping, proposal drafting, project budgeting, stakeholder engagement and interim reporting on progress (internal and external</li> </ul>

	<p>audiences), organising evidence gathering roundtable events and conducting interviews.</p> <ul style="list-style-type: none"> <li>• Develop and deliver an innovative and engaging long-term research and event programme on Data ethics policy that involves associate members, parliamentary stakeholders and government representatives.</li> <li>• Produce timely policy interventions such as submissions to government consultations, Parliamentary select committee inquiries, and briefings to inform debates in Parliament.</li> </ul> <p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>• Maintain an active and engaged membership and proactively source new members, whilst maintaining a strong rapport with key contacts.</li> <li>• Identify and develop new streams of income, reviewing and contributing to the diversification of content offered by the ITI team.</li> <li>• Manage the relationship with parliamentary stakeholders and ensure the group has engaged cross-party officers.</li> <li>• Speaking engagements at our own and partner events</li> </ul> <p><b>Finance and Business Development</b></p> <ul style="list-style-type: none"> <li>• Grow and manage the group of organisations who fund our Data policy work, in particular focus on diversifying our current sources of funding.</li> <li>• Ensure that projects are managed to time and budget.</li> <li>• Work closely with the Head of Finance to ensure that membership renewals and other invoices are raised and paid promptly</li> </ul>
<b>Person requirements</b>	<p><b>Essential</b></p> <p><u>Skills and abilities</u></p> <ul style="list-style-type: none"> <li>• Proven ability to develop and foster close working relationships with senior stakeholders.</li> <li>• Business development - identifying and engaging external stakeholders to develop new business and generate income.</li> <li>• Proven communication and interpersonal skills, with an ability to identify, build and maintain effective working relationships with business, policy makers and other external stakeholders.</li> <li>• Excellent written, research and verbal skills.</li> </ul> <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> <li>• High level of professionalism and credibility</li> <li>• Flexible and adaptable to new and changing contexts (such as political change).</li> <li>• Commitment to the aims, purpose and vision of Policy Connect.</li> <li>• Interest in the Data and Data Analytics industry, as well as the future of the sector.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a public affairs environment</li> <li>• Specialism in Data analytics and data ethics policy areas</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in project management, public affairs, events management, stakeholder management or policy –making environment</li> </ul>		
<b>Industries you will work with</b>	<ul style="list-style-type: none"> <li>• Parliament and politicians</li> <li>• Civil Service</li> <li>• Industry</li> <li>• Higher education institutions</li> <li>• Public affairs/media</li> <li>• Third sector</li> </ul>	<b>Policy Areas</b>	<ul style="list-style-type: none"> <li>• Data Analytics</li> <li>• Big Data</li> <li>• Artificial Intelligence</li> <li>• Digital Literacy</li> <li>• Machine Learning</li> </ul>
<b>About Policy Connect</b>	<p>We are a membership-based, not-for-profit, cross-party think tank. We bring together parliamentarians and government in collaboration with academia, business and civil society to inform, influence and improve UK public policy through debate, research and innovative thinking, so as to improve peoples' lives.</p> <p>Our work focuses on key policy areas including: health; education &amp; skills; industry, technology &amp; innovation; and sustainability. We shape policy in Westminster through meetings, events, research and impact work. Our mission is to lead the development of new policy ideas through evidence and collaboration.</p> <p>We lead and manage an extensive network of parliamentary groups, research commissions, forums and campaigns. We are a London living wage employer and a Member of Social Enterprise UK, and have been operating since 1995. Our values are: inclusive, integrity, challenging and excellence.</p> <p>Policy Connect are current operating a home working policy in light of Covid-19. We regularly review this policy and consider the opportunities and risks around a hybrid model involving safe working in our Borough office alongside home working, when this is possible.</p>		
<b>Benefits of working for us</b>	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a close-knit team of 20 staff, you will experience the buzz of working in Westminster and the passion of working to make a change to people's lives for the better.</p> <p>As manager in the ITI team you will be able to have great degree of influence on the shape of your policy field and work in developing the team further.</p> <p>Benefits include:</p> <ol style="list-style-type: none"> <li>1. Paid leave for volunteering (up to 4 days per annum)</li> <li>2. Pension contributions of 5% (exceeding the statutory minimum for employers)</li> <li>3. Learning and development programme (collective and individual) and the opportunity to attain professional qualifications</li> <li>4. Interest-free loans for transport</li> <li>5. Cycle-to-work and tech schemes</li> <li>6. Perk Box rewards</li> <li>7. Flexible working arrangements</li> <li>8. Employee Assistance Programme</li> </ol>		

**How to apply**



Please read the job description and candidate specification, and supply your CV of no more than two A4 pages, a covering letter of no more than one A4 pages and a completed equal opportunities monitoring form via the Policy Connect applicant portal

at <https://apply.talentvine.co.uk/vacancy/preview?id=42607&src=website>

Please ensure that your covering letter refers specifically to how your experience relates to the main duties and person specifications required for this role.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender.

Please contact Floriane Fidegnon [Floriane.fidegnon@policyconnect.org.uk](mailto:Floriane.fidegnon@policyconnect.org.uk) if you have any questions regarding the role or Policy Connect.

**Closing date:** 24 February 2021, 23:59

**Likely interview date:** During the week of 8 March 2021.