

Job Title	Senior Policy and Research Manager
Reporting to	Chief Executive
Location	Hybrid working, office located in Borough, London
Salary	£33,178 – 43,178 (depending on experience)
Hours	Full-time or part-time
Contract type	Permanent with a 3-month probationary period
Industries you will work with	<ul style="list-style-type: none"> • Parliament and politicians • Civil Service • Industry • Higher education institutions • Public affairs/media • Third sector
Job focus	<ul style="list-style-type: none"> • Research project development and delivery • Policy development • Stakeholder engagement
About Policy Connect	<p>Policy Connect is 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. 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.</p> <p>Our work focuses on key policy areas including: health; education & skills; industry, technology & 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>
Benefits of working for us	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a close-knit team of 25 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 sustainability 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"> 1. 25 days of annual leave plus bank holidays 2. Paid leave for volunteering (up to 4 days per annum) 3. Pension contributions of 6% (exceeding the statutory minimum for employers) 4. Learning and development programme (collective and individual) and the opportunity to attain professional qualifications 5. Interest-free loans for transport 6. Cycle-to-work and tech scheme 7. Flexible working arrangements 8. Employee Assistance Programme

How to apply

Please read the job description and candidate specification below, and send **your CV of no more than 2 A4 pages**, a **covering letter of no more than 2 A4 pages** to claudia.jaksch@policyconnect.org.uk. Please include **"Senior Policy and Research Manager"** in the application email subject line.

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.

Closing date: 17 January 2023, 17:00

Likely interview date: During the week commencing 23 January 2023

The role	<p>Policy Connect is looking for an ambitious Senior Policy and Research Manager to work across our Industry, Technology and Innovation and Sustainability Policy Teams</p> <p>The focus of the role for the first 6 months will be:</p> <ul style="list-style-type: none"> • Delivering the Manufacturing Commission report "Manufacturing the future workforce" • Supporting the delivery of the Westminster Sustainable Business Forum report "Bricks and Water 3" • Scoping for future inquiries on energy policy and decarbonisation, design and net zero, manufacturing <p>This will include stakeholder management, planning and delivering roundtable evidence sessions, working with an expert steering group and sponsors, collating evidence, and writing papers and reports.</p> <p>Additionally, you will be part of scoping for new projects, planning and delivering policy roundtables alongside the Education and Skills team members, and colleagues across Policy Connect whose policy briefs intersect with your own .</p>
Main duties	<p>Membership & business development</p> <ul style="list-style-type: none"> • Ensure that Policy Connect's membership is engaged in research projects • Identify and develop new streams of income for research projects <p>Research and event delivery</p> <ul style="list-style-type: none"> • Develop and deliver an innovative and engaging long-term research programme with associated events, including evidence sessions, launch events and impact events, that involves associate members, parliamentary stakeholders and government representatives • Ensure the impact of past research and policy work by engaging with relevant decision-makers in policy and industry, responding to relevant consultations and inquiries and developing new and innovative ways of influencing policy outcomes <p>Communication</p> <p><u>External</u></p> <ul style="list-style-type: none"> • Maintain close contact with all key stakeholders, including parliamentary members and industry, academic and third sector members relevant for research inquiries • Develop and deliver key outputs for our research inquiries. Key outputs/channels include: <ul style="list-style-type: none"> ○ Website ○ Policy briefings and event summaries ○ Social media ○ Press releases and calls for evidence ○ Speaking engagements at our own and third-party events <p><u>Internal</u></p> <ul style="list-style-type: none"> • Communicate research excellence internally • Support capacity building on research and policy across the organisation <p>Finance</p>

	<ul style="list-style-type: none"> • Lead the sourcing of new funding for policy research projects and parliamentary inquiries • Support the development of annual budgets and business plan • Ensure that projects are managed to time and budget. • Ensure that invoices are raised promptly and aged debtors are pursued <p>General Responsibilities</p> <ul style="list-style-type: none"> • Actively seek out opportunities which promote the interests of the wider organisation • Take an interest and participate in cross company activity which may include but is not limited to project teams, new initiatives or central administrative support, taking initiative where appropriate
Person requirements	<p><u>Knowledge and qualifications</u></p> <ul style="list-style-type: none"> • Experience and keen interest in manufacturing, industry and sustainability policy • Working knowledge in parliamentary processes and policymaking • Experience in writing reports and other outputs for decision makers in policy and industry • Experience presenting own ideas and influencing senior level stakeholders • Experience in public speaking • Experience in a public affairs environment <p><u>Skills and abilities</u></p> <ul style="list-style-type: none"> • Proven ability to develop and foster close working relationships with senior stakeholders • Business development - identifying and engaging external stakeholders to develop new business and generate income • Proven communication and interpersonal skills, with an ability to identify, build and maintain effective working relationships with business, policy makers and other external stakeholders • Proven ability to negotiate and handle complex relationships with senior stakeholders • Excellent written and verbal skills <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> • High level of professionalism and credibility • Flexible and adaptable to new and changing contexts (such as political change) • Commitment to the aims, purpose and vision of Policy Connect