Head of Policy and Research

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| Reporting to: | Chief Executive |
| Reporting in: | Policy and research staff |
| Other key relationships: | Management and staff |

Job purpose

* Lead and manage the policy department
* Develop research and policy strategies to support the business’ objectives
* Promote the federation through policy, research and public relations activities
* Monitor construction industry developments and evaluate their relevance and potential impact on the NFB or its member companies

Key responsibilities

1. Develop the federation’s policy decision-making process and the procedures for policy dissemination
2. Lead the federation’s policy initiatives
3. Promote sound working relationships with all the major organisations that have an impact on or interest in construction
4. Represent the NFB on the Contractors Legal Group regarding JCT contracts
5. Develop a public affairs and engagement strategy with government and relevant bodies to further NFB objectives
6. Contribute to the NFB’s public relations activities, ensuring coverage at a regional and national level
7. Develop a communications plan to support regulatory and emerging issues
8. Act as a spokesperson for the federation and the industry
9. Attend and speak at conferences and events on behalf of the NFB
10. Develop clear messages on policy and federation issues
11. Manage issues which may gain media or political interest and ensure the management team has clear messages
12. Contribute to the federation’s newsletters and other relevant publications
13. Guide the development of membership services and support to complement the NFB’s policy and research offering
14. Contribute to the work of the management team in the management of the federation
15. Direct, manage, motivate, appraise and develop the department staff
16. Support the continuing development of the NFB by helping to develop the business plan and the annual budget, specifically managing the policy and research cost centre
17. Deliver specific objectives within the business plan, meeting or exceeding the measures of success, within the budget and agreed resources
18. Manage and develop the policy elements of the NFB groups; Housebuilders Association, Major Contractors and Heritage groups
19. Liaise with the Marketing Manager in the development of a media strategy that ensures appropriate programmes are in place
20. Perform any other duties commensurate with the level of the post, as requested by the Chief Executive

Person specification

* A proven team worker in a management structure
* A self-starter with a willingness to develop a range of contacts
* A person qualified to degree level or equivalent standard
* Good working knowledge of the process of local, regional, national and European government
* Proven management experience preferably with a policy and public affairs dimension
* Ability to communicate effectively with people at all levels, with internal and external parties, and to be a team player
* Excellent organisational and management skills complemented by the ability to prioritise work and respond to the changing needs of a busy organisation
* Good report writing, letter writing and presentation skills
* Competent in the research and preparation of reports and papers
* Competent in the research and preparation of business plans and budgets
* Good IT skills – comfortable with learning and using IT processes
* Good diary management skills
* Willingness to travel in England and Wales

This job description may be subject to change from time to time following consultation with the post holder.

To apply, please write a single page letter to Helen Evans, Human Resources Manager, outlining your skills and experiences and why you meet the above criteria, including a CV with your past work experience and email to [helen.evans@builders.org.uk](mailto:helen.evans@builders.org.uk)