

1. Position

Policy Officer

2. Terms

Full time permanent contract

23 days holiday per annum (annual increase after three years employment to a maximum of 25 days) + bank holidays

Flexible working opportunities, company pension and healthcare package

£32,000 - £37,000pa based on experience

3. Responsible To

Chief Executive

4. Purpose

Suffolk Chamber of Commerce is looking for a self-starter and motivated individual to lead on the research, analysis and reporting of Suffolk Chamber's political and policy engagement programme on behalf of our membership and wider business audience. Suffolk Chamber is a leading business organisation with a significant voice to those in power and as Senior Policy Officer you will take the lead on developing the organisation's policy position.

The ideal candidate will be responsible for providing expertise, analysis and research in our policy work on behalf of the Chief Executive and team. You will provide written and oral briefings that support our influencing and policy work and wider business support, and produce reports that back up findings.

You will be engaging with local authorities, MPs, and key stakeholders at a local, regional and national level to inform and influence the political and policy agenda to drive economic growth, regulatory change and to support businesses and communities within Suffolk and the wider East of England. This includes responding to Government consultations, working with partners and undertaking research and policy analysis to support the needs of the business and its membership.

Devolution, infrastructure, skills and training, net zero and climate adaptation, and promoting a strong economy are all vital to the strategic aims of our membership and this varied role will provide the opportunity to work across several key work streams at a time of great potential change. The role would suit someone with public affairs, research and analysis, stakeholder engagement and policy experience with a strong interest in current affairs and a knowledge of local and national policy decision making.

5. Key Responsibilities

Policy advice, analysis and research for a number of key policy issues

Regular reports on key issues of the day, backed up by research and analysis from local and national sources

Responsible for building, developing and influencing external relationships with decision makers, members, partners and stakeholders across a wide range of sectors.

Lead on MP engagement with quarterly meetings, briefing notes, letters and working with MPs offices to engage with relevant policy, political and business agendas

Work with local authorities on a number of working groups on key topics such as devolution, infrastructure, skills and training, net zero and climate adaptation, and promoting a strong economy

Monitor, research and respond to key Government publications including consultations, White Papers and relevant reports and legislation

Provide research and analysis to steer and inform Suffolk Chamber's programme of lobbying and campaigns and raise awareness of key issues relevant to Suffolk Chamber and its members and stakeholders

Prepare succinct and influential reports, consultation responses, briefings, articles, letters, and web pages on policy issues for internal use and for a range of business and public audiences

Produce and interpret relevant research as necessary to support the work of Suffolk Chamber, including tendering and other business development opportunities

Provide summary and in-depth analysis of Suffolk Chamber's various surveys including the regular Quarterly Economic Survey, and assist with the creation, distribution and trend mapping

Establish and maintain effective communication and working relationships with policy makers, opinion formers and other external stakeholders and Suffolk Chamber's members and wider business community

Represent Suffolk Chamber at appropriate internal and external meetings, task forces, working groups and events, including giving presentations where required

Provide research and analysis for the development of Suffolk Chamber manifestos and business plan, and regularly review them to ensure they remain relevant and up-to-date

Work with other managers of departments to ensure cross-working, increased profits, the meeting of financial and other targets and best performance from staff

Actively promote the equalities and diversity agenda in the workplace and in service delivery

Be familiar with health and safety and other working policies of the Suffolk Chamber of Commerce

Assist with general office duties e.g. answering the telephone, greeting visitors etc. and to undertake any additional duties commensurate with the level of this post

Maintain confidentiality of information relating to clients, staff, and other users of the services

6. Person Specification

Specification	Essential/Desirable
Education, Qualifications and Training	
GCSEs at grade 9 to 4 / A* to C in English and Maths	Essential
IT skills including Word, Excel, Outlook and PowerPoint	Essential
Educated to degree level or equivalent in relevant sector	Desirable
Evidence of continuing professional development	Desirable
Knowledge and Experience	
Demonstrable experience at a senior level in a previous policy and analysis related role working across a range of different policy areas	Essential
A proven track record of leading and influencing stakeholders and external and internal parties at local, regional or national level	Essential
Knowledge and understanding of businesses, MPs, local authorities and stakeholders in Suffolk, and at a regional and national level	Essential
Understanding of the economic, social and commercial pressures on business in Suffolk, and a desire to influence the policy agenda	Essential
A proven track record of conducting and monitoring policy, producing briefings, and influencing the political/policy process	Essential
Experience of creating policy material for newsletters, documents and social media	Desirable
Experience of working in a Chamber of Commerce, political and/or local government environment	Desirable
Skills and Ability	
Excellent understanding of proactive and reactive approaches to policy engagement and influence	Essential
Ability to produce high-quality outputs with short turnaround as well as take decisions on prioritisation.	Essential
Proven policy research and analytical skills, with the ability to analyse, interpret and communicate complex information and draw evidence-based conclusions	Essential
Creating credible, high quality written and verbal outputs from gathered information including briefings and reports	Essential
Political impartiality and trust with confidential information	Essential
Highly effective communication skills and ability to articulate to a wide range of recipients, both written and orally	Essential
Strong project management skills with the ability to co-ordinate conflicting priorities accurately and to tight deadlines	Essential

Awareness and understanding of local and national political and policy issues	Essential
General	
Proven ability to respond well to a pressurised environment	Essential
Self-sufficiency and resilience with the ability to 'think on your feet' and proactively problem solve under pressure	Essential
Well-developed organisational skills, with the ability to multi-task and co-ordinate conflicting priorities accurately and to tight deadlines	Essential
Tact and diplomacy	Essential
Results and target driven	Essential
Excellent attention to detail	Essential
A flexible approach to meeting the needs of the role, including some out of hours work	Essential
Commitment to equal opportunities policies and practices	Essential
Access to transport and ability to travel independently across the East of England	Essential