

## JOB DESCRIPTION

<b>Job Title</b>	<b>Senior Policy and Public Affairs Officer (Scotland)</b>
<b>Department</b>	Policy and Influencing
<b>Reporting to</b>	Scotland Policy and Public Affairs Manager
<b>Line Manages</b>	N/A
<b>DBS/BD/PVG check requirement</b> (please see DBS/BD/PVG register on the Intranet)	Basic Disclosure Scotland
<b>Location</b>	Homebased in Scotland (with occasional travel required)

## JOB PURPOSE

The Senior Policy and Public Affairs Officer (Scotland) is part of our Policy and Public Affairs team based in Scotland. The postholder will help drive forward our policy projects to reduce poverty in later life, conducting expert research and policy analysis and turning this into persuasive evidence to catch the attention of decision makers and persuaders.

Working collaboratively with colleagues across the Policy and Influencing department, the Senior Policy and Public Affairs Officer (Scotland) will create opportunities to amplify the voices of older people across Scotland in poverty. The postholder will effectively communicate, and secure support for, our policy calls with a wide group of stakeholders including the Scottish Government, Members of the Scottish Parliament and officials.

## KEY RESPONSIBILITIES

Working with colleagues across the organisation, the post-holder will drive forward Independent Age's policy work in Holyrood and support with public affairs activities, ensuring we have an effective presence and profile in the Scottish Parliament and with other decision makers and persuaders.

- Identify the policy issues affecting older people in poverty that decision makers in Scotland are responsible for, and contribute to strategic decision making and policy development.
- Utilise a range of research methods including analysing qualitative and quantitative data sources and project managing in-house and commissioned research projects.
- Create opportunities for people facing financial hardship in later life, and their carers and relatives, to contribute to and influence policy development.
- Produce policy assets such as reports, briefings, consultation responses, letters and web content whilst ensuring that all policy outputs are evidence-based, accurate and synthesise information from a range of sources.
- Brief senior colleagues and teams across the organisation for events and other opportunities.
- Support the development of influencing strategies, alongside colleagues in Campaigns and Media, to make our Scotland policy recommendations a reality.

- Horizon-scan, monitor and identify external opportunities to draw attention to Independent Age's policy calls, including through legislation, parliamentary debates, parliamentary questions and other mechanisms.
- Build external relationships and partnerships to strengthen policy calls and our chances of securing policy change, including by presenting at external meetings and events.
- Work collaboratively with other teams and directorates to ensure that the work of the Scotland Policy and Public Affairs team is integrated across the organisation, including inputting into press releases and reactive statements with the media team.
- Ensure we evaluate core activity and report on activities to demonstrate impact for key policy areas.
- Support the coordination of high-profile events for key stakeholders, including our involvement in political party conferences.

### **General Responsibilities**

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
- Model and embed Independent Age's values and behaviours.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.
- Undertake any other duties commensurate with the level of the role.

### **How We Work**

At Independent Age, we live by our values and EDI principles.

Our Values are that we are:

- Purpose-driven - the experience, needs and views of older people are central to everything we do
- Compassionate - we listen, care and take action
- Expert - our work is evidence-based and solution-focused
- Collaborative - we work in partnership to maximise our impact
- Accountable - we work with integrity and transparency
- Inclusive - we value diversity and always treat everyone fairly with dignity and respect

To put our EDI Principles into practice, we will:

- proactively challenge ageism and other forms of discrimination throughout our work
- celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong
- develop our leaders so they can act as role models and champions and our staff so they can embrace these principles and apply them in their work
- deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not
- ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery

- commit to setting target indicators for diversity and regularly review progress
  - collect data to enable us to track our progress
  - be publicly accountable and transparent about our progress
  - use our influence to proactively champion the principles of EDI internally and with external partners
  - continuously improve, adopt best practice and learn from and share with others
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## **PERSON SPECIFICATION**

- Experience using a variety of research methods, including being confident analysing complex data sets, and synthesising evidence to make an authoritative case for change.
- Experience developing credible, evidence-based policy solutions, informed by the perspectives and insights of people with lived experience.
- Experience writing persuasive policy materials and translating complex information into accessible language for different audiences in both short-form products like briefings, web content, and longer-form products like consultation responses and policy reports.
- Experience building relationships with internal and external stakeholders to drive policy themes forward, including decision-makers such as policy makers and politicians.
- Experience monitoring and horizon scanning the external landscape using digital tools and using this intelligence to inform your approaches to influencing.
- The ability to analyse and respond to external developments and produce high quality content, working accurately and at pace.
- The ability to contribute to influencing strategies.
- The ability to manage projects effectively, including producing plans and working across teams to effectively drive forward our policy workstreams in Scotland.
- The ability to work under pressure, working independently and proactively to meet strict deadlines on a number of concurrent tasks.
- A high degree of accuracy and attention to detail.
- Strong IT skills including use of Microsoft Office packages.
- An interest in, or knowledge of, the issues faced by people living in poverty in later life.
- A demonstrable passion for, and affinity with, our cause.

### **Desirable**

- Understanding of the Lobbying Act (Scotland).
- A working knowledge of the devolved and reserved political landscape, government, parliamentary processes and party political structures.
- Knowledge of social justice issues, including social security and housing policy issues.
- Experience of working with a campaigns or public affairs team.