

Job title:	Senior Policy Manager
Salary:	£48,000
Reports to:	Director of Policy & Communications
Purpose of job:	To lead our ambitious policy team to take evidence from the field and lab to the heart of governments across GB, influencing change through science.
Managing:	Senior Policy Officer, Scotland (and NI) Senior Policy Officer, England Policy Officer, Wales
Key relationships:	The Director of Policy & Communications, Chair of the Policy Committee, national Policy Groups, the SLT and Marcomms.

KEY RESPONSIBILITIES

Leadership

- Inspire and mentor the policy team to be their best, with regular 1-2-1s and team meetings. You will help the team to prioritise work across the UK's devolved nations, rising to the challenge of responding promptly to opportunities as they arise.
- Working with the team and the Director of Policy & Communications (PolComms), you will prepare, manage and monitor the policy budget.
- A senior member of the PolComms team, you will be a key player in the weekly managers' meeting, where work is prioritised across the directorate and decisions are made on where to focus effort to best serve the Society.
- You will represent the Society at external meetings and have a natural ability to network and form strategic alliances.
- You will lead the team in tendering for income-generation opportunities delivering policy expertise to external organisations.

Convening and enabling

- Working with PolComms colleagues, you will identify key areas of policy focus where the Society is uniquely able to add value to national conversations around biodiversity and climate.

- You will help identify and convene key stakeholders from the ecological community, including academics, eNGOs, policy makers, funders, and landowners and managers, to discuss, debate and coalesce around recommendations.
- You will oversee our policy reports at both a national and UK level, working with authors and contributors to deliver publications that move a debate on and are resonant to their audiences.
- Provide one POST fellowship per year to gain direct experience for early career ecologists within policy settings.
- Liaise with government agencies across the three nations to organise two policy fellowships for post docs.

Policy expertise

- Effectively enable the team to communicate the views of the Society to policy makers through consultation responses, parliamentary inquiries, policy reports, and other policy documents and meetings.
- Advise the Society on key areas of policy and prepare and deliver papers as re-quired by the Policy Committee and Society Board of Trustees.
- Track legislation and policies at the devolved, national and international levels and identify opportunities for Society input and influence
- Organise events for ecological and policy audiences, independently and in partnership with other organisations, to foster knowledge exchange and collaboration.

Communications

Working closely with the Director of Policy & Communications, you will help promote the impact of the Society's policy work.

- You will be a spokesperson for national media interviews and promote the ecological evidence on topical, controversial or newsworthy topics.
- Working with communications colleagues, you ensure our policy impact is communicated through blogs, social media channels, high profile reports and on the website.
- You will cultivate relationships with the key SIGs to help ensure that the team has the latest analysis at their fingertips, and spokespeople to support launches.

Support

- Oversee the secretariat support to the Policy Committee and devolved nation policy groups.

- Work collaboratively with the Policy Committee and direct the work of Policy Officers to deliver the Society's policy strategic aims and objectives.
- Support other Society initiatives as required.

Person Specification

- You enjoy leadership and can evidence where you have inspired and led a team to success.
- Confident and knowledgeable, you have reasonable experience working in a policy environment and understand the building blocks policy work e.g. responding to consultations and policy inquiries.
- You have experience of setting and monitoring budgets, and reacting to financial opportunity and unexpected challenges.
- You can evidence where you have worked with communications colleagues to good effect.
- You are flexible and adaptable and able to manage a number of projects efficiently, prioritising as needed.
- You can evidence where you have helped organise events and are a comfortable networker.
- You are a good writer and have helped author policy reports that have had impact.

COMPETENCIES

Competency	Level
Teamwork Working cooperatively and constructively, building good working relationships, including valuing others	Managerial
Customer Focus Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Strategic
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation	Managerial
Continuous Improvement and Adaptability Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Managerial
Resource Planning and Management Planning, using, and managing Society resources effectively	Managerial
Analysis, Judgement and Decision Making Identifying key issues and making sound decisions	Strategic

Information Gathering and Networking Establishing and maintaining good contacts both outside and within the organisation	Strategic
Strategic Vision Seeing the wider picture and to taking a long-term view for the benefit of the Society	Managerial

This is a description of the job as it is presently constituted. It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.