

# Job Profile

## Policy & Communications Manager

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Location	Solihull
Reports to	CEO
Hours	Nominally 37 hours but operationally available at all times to meet company requirements
Contract	Permanent
Constraints (travel/ base/ working patterns etc)	You are expected to attend our offices for a minimum of 2 days per week and as required by the Company, for the proper performance of your duties or for specific meetings, events or training.
Salary	£60k plus bonus eligibility, contributory pension, life assurance and further benefits
Date	March 2025

### About us

Everyday over 68 million people in the UK rely on the energy and utility industries to provide services that are essential to the health, safety and prosperity of every person and business in the UK.

Energy & Utility Skills is the skills voice for our industries, working collaboratively with employers and stakeholders to identify and address the skills challenges in transitioning to clean energy and a greener more sustainable future.

### About the role

Working across our industries in an influential role, the Policy & Communications Manager, will be responsible for shaping and managing our policy and communications priorities

Developing our position as skills voice of industry, you will lead on all aspects of policy review and analysis related to workforce renewal and skills for the energy and utilities sector. Your policy insights, stakeholder intelligence and other evidence will critically inform our strategy, positioning Energy & Utility Skills as an influential thought leader in the skills arena.

This is an exciting and influential role that allows you to take full ownership of policy and communications activities including building and maintaining stakeholder relationships across the UK national governments, combined authorities and their agencies.

You will also play a key role in supporting employee engagement, wellbeing and inclusion, ensuring we amplify our position as an employer of choice both internally and externally.

## About you

To succeed in this role, you will be collaborative and organised in your approach and have a track record of building and maintaining effective stakeholder relationships at all levels. You will have extensive experience in a policy and/or external affairs role within skills or regulated qualifications/assessment with a clear understanding of skills policy.

A clear communicator, you will be able to present and undertake public speaking with ease and credibility. You will be able to make a positive impression on others and influence key stakeholders at a senior level. You will be effective at managing multiple programmes of work and delivering against milestones.

## Key Responsibilities:

### Policy & External Affairs

- Develop and manage our policy and external affairs priorities, assuring the company's position as the skills voice of industry for the energy and utilities sector.
- Develop and manage the company's positioning and responses to key skills and sector policy at national, devolved, regional and combined mayoral authority levels, ensuring consistency of message.
- Strategically track and analyse skills legislation and policy development to identify opportunities to engage and influence in meeting the sectors skills and workforce priorities. Understand emerging opportunities and risks, supporting the Senior Leadership Team through the provision of appropriate analysis and insight.
- Manage and oversee the production of timely policy briefings to deliver expert content across a range of formats to internal and external stakeholders.
- Manage consultation responses and policy inquiries working closely with members and key stakeholders, and with communications colleagues to publish findings.

- Develop and effectively manage the company's strategic stakeholder engagement plan, working with colleagues across the organisation to build and manage relationships with these stakeholders.
- Build an effective network of contacts and forums across the sector and stakeholders to support delivery of our skills voice priorities (eg roundtables, forums etc)
- Produce compelling and politically attuned op-eds, reports and briefings to leverage our position and support our members.
- Generate ideas for events/identify key events to attend, working with relevant colleagues to plan, deliver and manage these. Support event briefings and speaking notes as appropriate.
- Represent the business at key events and conferences.

#### **Management of the Skills and Education Policy Forum**

- Engaging across our member footprint, manage the company's Skills and Education Policy forum, providing effective understanding of and input to skills policy that impacts the sector.
- Manage the delivery and reporting of supporting projects, working closely with the Project Management Team to ensure effective delivery on time and to budget.
- Provide timely report and tracking of all activity through CRM.

#### **Communications**

- Develop and implement the company's communications strategy, both external and internal.
- Oversee the political and media landscape, developing a strategic communications programme including thought leadership, speaking opportunities and media coverage.
- Effectively manage employee communications ensuring we amplify our position as an employer of choice, playing a key role in supporting our colleague engagement, wellbeing and inclusion programmes.

#### **Additional Responsibilities**

- Attend sector and political conference and networking events to ensure you are well informed and keep up to date.
- Ensure compliance with Energy & Utility Skills data protection policies and processes.
- Take reasonable care of your own health and safety and that of others in the workplace.

## Job Holder Specification

Specification	Essential	Desirable
<b>Experience</b>		
Demonstrable track record of building and maintaining effective stakeholder relationships up to and including senior levels across government, education/skills and industry.	✓	
Extensive experience in a policy and/or external affairs role preferably within skills and/or regulated qualifications/assessment with clear understanding of national and devolved skills policy.	✓	
Experience of convening strategic groups to share key information and/or gain customer/stakeholder input.	✓	
Experience of managing internal and external communications, including the effective delivery of strategic communications programmes.	✓	
Knowledge of and experience of using IT to report/ track and present data including effective use of Microsoft Office.	✓	
Understanding of the energy and utilities sector and the workforce/skills issues affecting it.		✓
<b>Competencies &amp; Skills:</b>		
<b>Relating and Networking:</b> excel at establishing good relationships with customers and colleagues; highly collaborative and able to build wide and effective networks and contacts internally and externally, relates well to people at all levels, manages conflict, listens and is self-aware; adept at landing key messages.	✓	
<b>Presenting and communicating information:</b> able to speak and write clearly and succinctly, writes convincingly across a range of communications channels, presents and undertakes public speaking with skill and confidence, responds quickly to audience needs and projects credibility	✓	

<b>Delivering results and meeting customer expectations:</b> focuses on customer needs, sets high quality standards, works in a systematic way and consistently achieves objectives set.	✓	
<b>Persuading and Influencing:</b> able to make a positive personal impression on others, gain clear agreement and commitment from others by persuading and negotiating, promotes ideas on behalf of self and others	✓	
<b>Planning &amp; Organising:</b> Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones.	✓	

## Our Values

### Together

We are stronger, collaborating internally and externally to deliver success as one high performance team.

### Credible

As specialists, we are trusted to provide thought leadership, the skills voice for Industry and skills solutions for energy and utility industries.

### Making A Positive Difference

A great place to work, we individually and collectively play a key role in shaping a greener world.