



Experts in Business

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Policy Manager</b>
<b>Location:</b>	Westminster Office, London
<b>Reports to:</b>	Head of Policy Research
<b>Responsible for:</b>	1 x Policy Advisor, with potential for further management responsibilities over time

### Job Purpose:

The purpose of this role is to encourage strategic policy thinking across the team and to enable the team's resource to be flexible, so that it can continuously refocus on FSB's most pressing and important policy issues at any given time. The role will help to embed and support a culture in which team members always seek to work towards FSB's current UKPC priorities. While this role will retain ownership and oversight of its own broad FSB policy portfolio area, it will also – along with its direct report – provide a non-specialised, floating resource across all policy areas, proactively taking ownership of any new and emerging issues that do not sit within pre-existing portfolio areas.

### Key Areas of Accountability:

#### Policy

- To provide leadership across – and accountability for – at least one strategic, cross-cutting area of policy (to be assigned), reflecting one of FSB's key UK priority policy themes – e.g. Growth & Localism, Environment & Infrastructure, Support & Diversity, Employment, Treasury & Procurement. This includes acting as a single point of contact for one of FSB's UK Policy Committee Theme Leaders, understanding the context, pressures and risks associated with each priority theme, and continuously contributing to the policy team decision-making process for prioritising and assigning resource.
- To work constructively with colleagues to manage significant overlaps and interactions with other strategic policy areas, targeting and managing resources accordingly, and ensuring FSB Policy is able to respond dynamically and effectively to the changing policy agenda across the UK.
- To provide leadership, advice and support on the development and production of policy research and publications
- Establish and develop strong relationships with colleagues in Policy, Media, Public Affairs and International teams, as well as those in devolved and English regional field teams – thereby supporting the London Office's overall aims and objectives.
- To work at pace to accurately identify political, policy and legislative developments in the UK and internationally which may impact on small businesses, developing practical policy solutions based on high quality analysis.
- To develop great working relationships with key stakeholders, to identify and address forthcoming policy challenges and opportunities for small businesses.
- To promote FSB's policy position through a variety of external channels, including participating in meetings and conferences, making presentations, drafting letters and briefings, and supporting media and social media opportunities.
- To work closely with FSB member volunteers – particularly those on FSB's UK Policy Committee – who provide input and expertise, and who are able to speak to the direct real-world experiences of small business owners.
- Identify key, emerging policy issues potentially facing FSB members and carry out rigorous research and analysis, including in-depth surveys and qualitative case studies and policy reports.

#### Management

- To line-manage and direct the work of a Policy Advisor – to support the ever-changing needs and priorities of the wider policy team; frequently reviewing, prioritising and targeting their work areas accordingly and ensuring high quality performance at all times.
- To play an active part in the policy management team, embedding high standards across the entire team, including deputising for senior colleagues where needed.
- To manage, support and develop a Policy Advisor, ideally to the point where they can be encouraged to seek opportunities for internal promotion.
- To carry out any necessary performance-management processes as part of line-management responsibilities.

*This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the business evolve.*



**Experts in Business**

- To oversee any recruitment processes as part of line-management responsibilities.
- To ensure Policy Advisor always meets the highest standard of professionalism, whether through time keeping and attendance or when representing the FSB on external business.
- To undertake other duties relevant to the department's activities, for example travelling to FSB's regional network, and in accordance with the level of the post, as directed by the appropriate line manager.

*This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the business evolve.*

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to Degree level or equivalent experience	One or more of the following: Business studies, finance, social sciences, economics
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven policy experience gained from employment in a field in one or more of the following:           <ul style="list-style-type: none"> <li>◦ UK political party, either as elected representative or in press/policy function;</li> <li>◦ UK Civil Service or related agency;</li> <li>◦ UK Parliament;</li> <li>◦ Policy / public affairs post in FSB or similar organisation</li> </ul> </li> <li>• Experience within a role which required the incumbent to take responsibility and ownership for decisions made.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of small business issues</li> <li>• Experience of policy issues</li> <li>• Experience of working in a membership organisation</li> <li>• Experience of working with EU policy issues</li> <li>• Previous experience of political campaigning work</li> <li>• Experience of direct line management</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable expertise/interest in employment and pensions or in a field related to the above, and working knowledge across FSB's broader priority policy areas.</li> <li>• Knowledge of Westminster political processes and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of key political figures in the UK Government and Parliament</li> <li>• Basic knowledge of the devolved administrations' processes and systems</li> <li>• Basic knowledge of the regional bodies' processes and structures</li> <li>• Understanding of media handling</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills – both written and oral – with a proven ability to give and receive information effectively, using the most appropriate methods to reflect the needs of the audience and to ensure mutual understanding.</li> <li>• Excellent people skills – ability to empathise, resolve conflict and find constructive solutions.</li> <li>• Excellent project management skills – a proven ability to plan, prioritise and organise work, resources and people to ensure deadlines are met.</li> <li>• Clear demonstration of management and leadership ability, for example through delivery of projects to a high standard and to time.</li> <li>• Excellent analytical skills in relation to government consultation work and other related documents.</li> <li>• High level numerical ability in relation to survey work and statistical analysis.</li> </ul>	

*This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the business evolve.*

	 <p>Clear and concise presentational skills, both verbal and written. Excellent writing skills in relation to the production of in-house reports, briefings and publications.</p>	
<b>Specific Requirements</b>	<ul style="list-style-type: none"> <li>Ability and willingness to work irregular hours (mainly evenings) when required</li> <li>Willingness to undertake travel across the UK</li> </ul>	

*This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the business evolve.*