

## Job description

Job title:	Environmental Health Policy Advisor
Reports to:	Head of Policy and Campaigns
Salary:	£30,000-33,000, permanent
Division:	Membership, Policy and External Affairs

### Overview

The Environmental Health Policy Advisor plays a key role in driving CIEH's policy development and outputs, as well as supporting the organisation's public affairs activity and media work.

The role is varied, but focusses on policy formulation and reports, consultation responses, interaction with government at all levels, and wider engagement with members and the profession.

This role is designed for a fully qualified Environmental Health Practitioner who is keen to learn and expand their skillset supporting CIEH's dynamic policy and campaigning activities.

The role is remote/hybrid, with travel to CIEH's offices in central London expected around once a month for team meetings alongside any additional wider organisational events.

### Key responsibilities

#### Policy

- Work closely with the Head of Policy and Campaigns to deliver CIEH's policy priorities in line with wider strategy.
- Lead on CIEH's key policy areas, utilising your environmental health expertise to inform the organisation's various stances.
- Draft and develop CIEH's policy statements, ensuring coverage across the organisation's key policy areas.
- Work with members across the profession to gather intelligence and create high quality, evidenced, and relevant, policy reports.
- Design and analyse surveys of our members to gather additional evidence to support campaigning work.
- Draft content for regular newsletters to engage and inform CIEH members and wider networks about policy initiatives and key developments.
- Be responsible for the administration and management of CIEH's member-led policy panels.

- Prepare consultation responses and written submissions.
- Horizon-scan and report on policy developments and opportunities.
- Undertake research for briefings and proactive policy initiatives on key issues and subject areas, legislation, and political context, as directed.

### **Public Affairs**

- Working with the Head of Policy and Campaigns, support CIEH's public affairs activity and parliamentary engagement strategy as directed.
- Manage and cultivate relationships with key public affairs contacts, government officials, parliamentarians, and external stakeholders, across the devolved administrations and the UK Government.
- Attend events and meetings as appropriate to further CIEH's policy and campaigning work.
- Speak and provide evidence at events and evidence sessions as necessary.
- Horizon-scan the parliamentary and political calendar, identifying opportunities for CIEH to raise its profile.
- Brief expert members and spokespeople on CIEH's policy priorities.
- Identify public affairs contacts to speak at, and support, CIEH's events programme.

### **Stakeholder Management**

- Support the development of CIEH's network of key stakeholders across government, academia, and partner organisations, identifying opportunities for CIEH to enhance its influence and impact.
- Build working relationships with CIEH's expert members, including by holding panel meetings and using CIEH networks to identify new contacts for policy and campaigning work.
- Attend and represent CIEH at events and meetings as necessary with key stakeholders and organisations.
- Work with internal stakeholders to ensure that policy development is properly informed and communicated to all audiences.

### **PR**

- Support the management of the press office, operating as a point of contact for journalists when required.
- Provide policy content and comment for media engagement and communications.
- Act as CIEH policy spokesperson in the media as appropriate.
- Support the drafting of press releases and work closely with marketing colleagues on social media messaging.

### **Team Working**

- Build relationships with key internal colleagues, promoting open and collaborative working.
- Provide administrative support for the team and undertake ad hoc work as required.

## Person Specification

- Fully qualified Environmental Health Practitioner with an accredited degree in Environmental Health and eligible to be a Registered EHP with EHRB, CIEH or equivalent.
- Strong experience in an environmental health role.
- A passion for the profession and an eagerness to learn.
- A proven interest in UK politics and the media, and strong knowledge of the current political landscape.
- A demonstrable interest in public health or environmental policy issues.
- An ability to build relationships with an array of external stakeholders.
- An appreciation of public policy development and the role of voluntary sector and membership organisations in influencing public policy.
- Excellent analytical and research skills.
- Good verbal and written communication skills.
- Confident and flexible; able to prioritise and deliver work at short notice.
- Strong project and time management skills.
- A commitment to drive a collaborative culture and develop excellent working relationships across the organisation.
- Ability to make considered and appropriate judgements under pressure.
- Accuracy and outstanding attention to quality and detail.
- Microsoft Office skills.
- Ideally, some experience of working with surveys and data.