

Job description

Job title:	Policy Officer
Reports to:	Policy and Campaigns Manager
Division	Policy and External Affairs
Grade:	6
Salary	£28,000 per annum

Key summary

The primary purpose of this role is to provide support to the policy and campaigns team and to work across the Environmental Health Directorate to coordinate activities as directed.

The post holder will work autonomously to support the team in respect of reporting to ensure maximum visibility and coordinate schedules including that of the Executive Director of Environmental Health. You will work creatively and collaboratively with team colleagues, and other teams, adopting an integrated approach to your work across the directorate supporting work to link policy and campaigns with the events and conferencing function.

The work will also involve data management, collating information for reporting on KPIs, assisting with reports of activities, supporting work to keep the website up to date and providing support where needed. You will also be responsible for reviewing team processes, and contribute to opportunities to improve these, to maximise the efficiency of working practices.

This is a role for someone who is keen and eager to start their professional journey in policy and external affairs with the aptitude and attitude to move up within the directorate.

Key responsibilities:

- Planning and organisation in conjunction with the Policy and Campaigns Manager
- Providing business support to the Executive Director of Environmental Health in respect of diary planning and internal/external stakeholder relationships and across the directorate to ensure seamless cover across relevant projects.
- Support in collating information which feeds into CIEH policy documents such as consultation responses, policy position statements, parliamentary briefings, press releases etc
- Horizon Scanning and report on policy developments and potential opportunities for policy developments
- Providing a link between policy work and events/conferences team in order to create content based on policy outputs and vice-versa
- Providing reports against KPIs
- Providing a monthly report on policy and events activities to support reporting from the directorate

- Ensuring relevant areas of the CIEH website are current with directorate activities
- Supporting teams with diary management and organising meetings
- Ensure action logs which track directorate progress are current as directed
- Minuting meetings where required
- Provide Administrative support to CIEH member led advisory panels
- Working with the digital marketing team to ensure that all messaging and creatives are in line with current campaign elements and administering updates as needed
- Liaising with marcomms to align work within the Directorate to current campaigns
- Briefing and co-ordinating design elements including copywriting and proofreading to meet requirements as necessary and in alignment with budget/delivery timescales
- Supporting the team with relevant collateral to support engagement including brochures, flyers, letters, direct mail, advertisements, grant application administration
- Ensuring relevant CRM aspects are maintained
- Acting responsibly with data held by CIEH which you may have access to as part of your role, adhering to the provided guidelines and policies and reporting any concerns or possible breaches to CIEH's Data Compliance Officer.
- Undertaking ad-hoc work compatible with the post holder's status/experience as required

Team working

- Motivating self and project team/colleagues and foster effective working relationships with internal clients/business partners
- Working closely with relevant CIEH teams to assist with development of concepts and plans and to ensure that relevant insight is utilised
- Complying with and promoting CIEH's core values and behaviours, HR and health and safety policies and practices at all times

Business improvement

- Seeking opportunities for improvement of business processes in order to improve customer experience, reduce costs and to encourage wider 'added value' enabling maximum return on marketing budget
- Seeking opportunities for improvement of internal processes in order to improve team efficiencies, performance and working practices

Person specification

The following are essential qualities/skills in the post-holder:

- Educated to degree level, with experience of organisational support within a busy team
- Relevant campaign experience, assisting in the creation and execution of integrated campaigns
- Ability to use data to inform results and maximise performance
- Creative copywriting and excellent proof-reading skills with a highly developed attention to detail
- 'Can do' attitude, positive disposition and the ability to come up with new ideas and put them into practice
- Ability to make considered judgements under pressure with a highly organised approach to your work
- Ability to multi-task and experience of project management
- Enhanced working knowledge of Microsoft Dynamics CRM or other customer database applications
- Experience using web content management systems to publish and manage digital content.

- A team player, with the confidence and ability to work with different stakeholders across CIEH.
- A keen interest in news and UK policy and political landscape including devolved administrations.
- Awareness of relevant global political landscape and its potential impact on Environmental Health related issues
- A creative and entrepreneurial approach to marketing with the ambition to achieve/exceed targets.
- Proven Microsoft office skills

CIEH is an equal opportunities employer.