

<b>Job Title</b>	<b>Head of Industry, Technology &amp; Innovation</b>
<b>Location</b>	Southwark
<b>Salary</b>	£30,051 - 34,225
<b>Hours</b>	Full-time
<b>Contract type</b>	Permanent with a 3-month probationary period
<b>Job overview</b>	<p>We are looking for an experienced, enthusiastic and ambitious person to lead our work in the Industry, Technology &amp; Innovation team, reporting to the CEO. You will have day to day management of the All-Party Parliamentary Manufacturing Group (APMG) and its arms-length research body, the Manufacturing Commission. You will manage a team that also oversees the All-Party Parliamentary Design and Innovation Group (APDIG) and the Design Commission, the All-Party Parliamentary Group on Data Analytics (APGDA), and the All-Party Parliamentary Group on Assistive Technology (APPGAT). The ideal candidate will have some experience of either working in Parliament, public policy, research and/or public affairs; and will have knowledge and interest in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Industrial strategy</li> <li>• Innovation, technology or science policy</li> <li>• Further education, engineering skills shortage, apprenticeships</li> <li>• Supply chains, international trade</li> </ul> <p>See Job Description and Person Specification below for more details.</p>
<b>About the Parliamentary Group</b>	<p>You will personally manage the APMG, a prominent parliamentary group putting industry and manufacturing at the heart of policymaking. With the implementation of the government's Industrial Strategy and ahead of Brexit, the sector is one of the most dynamic and engaging areas of policy.</p> <p>We work closely with leading players in the sector including Rolls-Royce, the High Value Manufacturing Catapult, the EEF and BAE Systems. We are supported by a dedicated group of leading Parliamentarians who collaborate on a cross party basis.</p> <p>Recent policy areas include:</p> <ul style="list-style-type: none"> <li>• Industrial Digitalisation and the Made Smarter Review</li> <li>• Industry and the Clean Growth Plan</li> <li>• Britain's Post-Brexit Trading Future</li> <li>• R&amp;D in the Industrial Strategy</li> </ul>
<b>About us</b>	<p>Policy Connect is a cross-party think tank. We improve people's lives by influencing public policy.</p> <p>We collaborate with Government, Parliament, including through our APPGs, and across the public, private and third sectors to develop our policy ideas from research, facts, data and consensus. Our work focuses on key policy areas including: health, education &amp; skills; industry, technology &amp; innovation, and sustainability. We shape policy in Westminster through meetings, events, research and impact work. Most of our events are held in Parliament.</p> <p>Our team is accountable, friendly, knowledgeable and trustworthy. We are a non-profit social enterprise and London Living Wage-accredited.</p>
<b>Working for us</b>	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a team of 25 staff, you will experience the buzz of working in Westminster and the passion of working to make a change to people's lives for the better.</p> <p>You will have great influence shaping the policy field and work across Policy Connect in developing the direction of the role.</p>

	<p>Benefits include:</p> <ul style="list-style-type: none"> <li>• Policy Connect contributes 5% to the employee pension scheme</li> <li>• Inclusion in the formal Policy Connect learning and development programme</li> <li>• Flexible working</li> </ul>
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### How to apply

Please read the job description and candidate specification below, and send **your CV of no more than two A4 pages**, a **covering letter of no more than one A4 page** and a completed equal opportunities monitoring form to [careers@policyconnect.org.uk](mailto:careers@policyconnect.org.uk). Please include “**Head of Industry, Technology and Innovation**” in the application email subject line.

Please ensure that your covering letter states your current or most recent salary and refers specifically to how your experience relates to the main duties and person specifications required for this role.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of race, gender/expression, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership or pregnancy/maternity.

In order to ensure equal opportunities during our recruitment processes we are carrying out blind recruitment. Therefore **please send your documents as a word file if possible or include a second copy of your cover letter and CV with your name erased.**

Please contact Louise Young on 0207 202 8587 (or the Careers email address) if you have any questions regarding the role or Policy Connect.

**Closing date:** 5pm, 20 June 2018

**Likely interview date:** During the week commencing 25 June 2018

<b>The role</b>	<p>This is an exciting position to shape public policy in parliament and government and offers an opportunity to develop your stakeholder engagement and events management skills.</p> <p>You will be responsible for planning and managing the policy and events programme of the All-Party Parliamentary Health Group. You will manage relationships with stakeholders, and carry out business development to increase the Group’s membership and bring in sponsorship funding for the Group’s work programme.</p> <p>You will interact regularly with Parliamentarians, Group members and key stakeholders across the skills sector. You will be required to keep abreast of political and policy developments, and to produce a range of policy briefings, media pieces and evidence submissions to parliamentary and government consultations.</p> <p>Your role comes with autonomy to develop new ideas and areas for policy development. You will also work across Policy Connect on cross-cutting themes in support of our work on the Government’s Industrial Strategy.</p>
<b>Main duties</b>	<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• Maintain an active membership for the APMG, retaining existing members and recruiting new members</li> <li>• Oversee the membership of the APDIG, APGDA, and APGAT along with colleagues in your team.</li> </ul> <p><b>Research, events, and strategy</b></p> <ul style="list-style-type: none"> <li>• Lead the development of strategies for the policy area and oversee research projects and research programmes</li> <li>• Undertake delivery of meeting and event programmes for the APMG, and oversee the delivery of meeting and event programmes across ITI.</li> <li>• Ensure a strong working relationship across all Policy Connect groups and</li> </ul>

	<ul style="list-style-type: none"> <li>forums, facilitating events and projects.</li> <li>Work flexibly with colleagues across Policy Connect as needed and in particular to deliver objectives across the Government's Industrial Strategy.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Provide policy and political advice to parliamentarians and policymakers, and represent Policy Connect externally to build and develop a network.</li> <li>Regular liaison with key stakeholders</li> <li>Work in partnership with the Communications Manager to develop media campaigns and increase our press and social media reach</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Lead the sourcing of new funding for policy research projects, parliamentary inquiries and events.</li> <li>Contribute to the development of annual budgets and business plans for the team in conjunction with the Chief Executive and Chief Operating Officer.</li> <li>In conjunction with Finance Manager provide quarterly reports for the Chief Operating Officer.</li> <li>Ensure that projects are managed to time and budget/surplus.</li> <li>Assist the Finance Manager to ensure that membership renewals and other invoices are raised and paid promptly.</li> </ul> <p><b>Head Office &amp; Senior Management</b></p> <ul style="list-style-type: none"> <li>Sit on the Senior Management Team alongside other group heads, the CEO and COO, to coordinate organisation strategy.</li> <li>Line management for two direct subordinates</li> <li>Follow Policy Connect and legal requirements</li> </ul> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>Actively seek out opportunities which promote the interests of the wider organisation</li> <li>Take an interest and participate in cross company activity which may include but not be limited to project teams, new initiatives or central administrative support, leading where appropriate</li> <li>Be responsible for own personal and professional development</li> </ul>
<p><b>Person requirements</b></p>	<p><b>Essential</b></p> <p><u>Knowledge &amp; Qualifications</u></p> <ul style="list-style-type: none"> <li>Educated to degree level, or equivalent, or substantial relevant work experience</li> <li>Current working knowledge of public policy around one or more of the following areas: <ul style="list-style-type: none"> <li>Industrial strategy</li> <li>Innovation, technology or science policy</li> <li>The Internet of Things / Industry 4.0</li> </ul> </li> </ul> <p><u>Experience</u></p> <ul style="list-style-type: none"> <li>Some management experience, or leading a project</li> <li>Production of high quality written reports for stakeholders or senior level parliamentary and government figures</li> <li>Presenting own ideas and influencing senior level stakeholders</li> </ul> <p><u>Skills &amp; Abilities</u></p> <ul style="list-style-type: none"> <li>The ability to provide effective leadership and direction</li> <li>Excellent organisational skills – able to plan, manage and deliver a complex range of services, prioritising and delegating as required</li> <li>Proven communication and interpersonal skills, with an ability to identify, build and maintain effective working relationships with business, policy makers and other external stakeholders</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven written and verbal skills, including presentations and public speaking</li> <li>• Able to self-motivate, working on own initiative and as a member of a team</li> <li>• Able to work under pressure with a demanding workload, to successfully deliver results within established timescales and budgets</li> <li>• Excellent ICT skills, including proficiency in the use of MS Outlook, Word and Excel</li> </ul> <p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> <li>• An interest in manufacturing, technology and industrial policy</li> <li>• A commitment to the aims, purpose and vision of Policy Connect</li> <li>• Able to build rapport and establish, develop and maintain strong and successful relationships</li> <li>• High level of self-awareness, with a commitment to personal and professional development</li> <li>• Willing and able to work co-operatively with others in the organisation</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the work of the Department for Business, Energy, and Industrial Strategy, and relevant non-departmental public bodies, sector trade bodies and mission groups</li> <li>• Knowledge of Parliament and/or a policy-making environment</li> <li>• Experience of stakeholder relationship management</li> <li>• Human Resource management, including recruitment, staff management, succession planning and workforce development</li> <li>• Strategic and day to day financial management</li> <li>• Identifying and engaging external stakeholders to develop new business and generate income</li> <li>• Contributing to business and strategic planning</li> <li>• Ability to work at a strategic level, as well as an operational level as a member of a small team</li> <li>• Joining the team with an existing network of contacts and knowledge within the sector</li> </ul>
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