

# Job Description – Policy Officer

(Full-time – 37.5 hours per week)

**Reporting to:** Head of Policy

**Purpose of the post:** The Chartered Institute of Ecology and Environmental Management (CIEEM) is the professional membership body for applied practitioners of the science of ecology and environmental management. CIEEM acts as the voice of the profession through its effective, evidence-based and knowledgeable input in influencing environmental policy and practice to deliver better outcomes for nature and people. This post will work with the Head of Policy to deliver CIEEM’s policy objectives by facilitating the delivery of CIEEM’s policy activities and ensuring effective communications.

## Key Result Areas:

### 1. Policy

- i. Maintain an awareness of policy and practice issues of importance to members and the sector.
- ii. Assist with drafting agreed policy consultation responses by gathering and collating evidence from members, staff and external sources.
- iii. Assist with drafting position papers, briefing papers and other relevant policy communications materials appropriate to identified audiences.
- iv. Attend policy briefings and meetings (virtual and in person) with external stakeholders on policy matters to gather intelligence and promote CIEEM’s policy positions.
- v. Support the work of CIEEM’s policy groups, including the Strategic Policy Panel and Country Policy Groups.
- vi. Work with the Country Project Officers and Country Policy Groups to deliver effective policy engagement in England, Ireland, Scotland and Wales.
- vii. Coordinate the work of the Action 2030 group, a member-led working group focused on how the profession can address the climate emergency and biodiversity crisis.
- viii. Engage with partner bodies, organisations and other stakeholders on common policy areas to achieve shared aims.
- ix. Support the recruitment and supervision of policy interns.
- x. Contribute to the development of CIEEM’s policy engagement strategies, plans and activities including measuring their effectiveness.

### 2. Publications and Communications

- i. Coordinate the production of CIEEM policy-relevant publications.
- ii. Upload and manage policy-relevant items on the CIEEM website Resource Hub.
- iii. Produce the monthly sector eBriefing and contribute as needed to other e-newsletters for CIEEM members and external subscribers.
- iv. Contribute to the production of the CIEEM news podcast.
- v. Produce policy-related content for *In Practice*, social media channels and the CIEEM website.

- vi. Maintain a list of relevant policy and media contacts.

**3. Other Duties**

- i. Any duties of a similar nature as required by the Chartered Institute.

**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
<b>Education/qualifications</b>		
A relevant degree or other qualification in ecology, environmental management, public policy, public affairs or similar	✓	
Evidence of relevant continuing professional development		✓
A qualification in a policy-relevant subject		✓
<b>Experience</b>		
Experience of planning and implementing projects successfully	✓	
Experience of working effectively with working groups or stakeholder groups	✓	
Experience of building relationships with key contacts and networks	✓	
Experience of working in policy and public affairs (ideally including drafting policy consultation responses)		✓
Experience of public relations and media work		✓
<b>Knowledge and skills</b>		
Knowledge and understanding of environmental policy and legislation in the UK (with Ireland and EU an added advantage)	✓	
Excellent team working skills	✓	
Excellent oral and written communication skills	✓	
Ability to plan, prioritise and manage deadlines	✓	
Understanding of the professional body sector		✓
Understanding of the policy-making process		✓
<b>Personal qualities</b>		
Ability to build relationships with both internal and external stakeholders in order to achieve influence	✓	
Self-motivated and able to retain focus whilst managing multiple demands on time	✓	