



Job Description

– Policy Officer/Senior Policy Officer

(Full-time – 37.5 hours per week)

Reporting to: Head of Policy

Location: Remote (home working)

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 into, and support for, environmental policy and practice.

This post will work with the Head of Policy to deliver CIEEM's policy objectives in Scotland, Wales and the island of Ireland and ensure effective communications with members, partners and other stakeholders.

In the case of the Senior Policy Officer, the post will also line-manage the three Country Project Officers.

Key Result Areas:

1. Policy

- i. Maintain an awareness of relevant policy and practice issues of importance to members and the sector with an emphasis on Scotland, Wales and the island of Ireland.
- ii. Draft policy consultation responses, position papers, briefing papers and other relevant policy communications materials relevant to Scotland, Wales and the island of Ireland, drawing on evidence from members, staff and external sources, in a timely and effective way.
- iii. Attend policy meetings with partners, policy organisations and other external stakeholders on policy matters to gather intelligence, collaborate to achieve shared aims and to promote CIEEM's policy positions.
- iv. Support the work of CIEEM's policy groups, including the Strategic Policy Panel and Country Policy Groups for the island of Ireland, Scotland and Wales.
- v. Assist with (Policy Officer) or proactively contribute to (Senior Policy Officer) the development and delivery of CIEEM's policy engagement strategies, plans and activities and evaluation of their effectiveness.

2. Publications and Communications

- i. Assist with (Policy Officer) or coordinate (Senior Policy Officer) the production of CIEEM policy-relevant publications.
- ii. Upload and manage policy-relevant items on the CIEEM website Resource Hub.
- iii. Contribute to the monthly sector eBriefing and contribute policy-relevant content as needed to other e-newsletters, podcasts, social media channels and the CIEEM website.
- iv. Draft relevant content for *In Practice*, including sector and policy news and updates relevant to the island of Ireland, Scotland and Wales.
- v. Use the CRM to maintain a list of relevant policy and media contacts.

3. Other Duties

- i. Line-manage the Country Project Officers for the island of Ireland, Scotland and Wales, liaising with non-policy-related teams across CIEEM to ensure the Project Officers are appropriately supported in their work and are able to contribute effectively in all areas of their roles. (Senior Policy Officer only.)
- ii. Assist with (Policy Officer) or proactively support (Senior Policy Officer) the activities and development of policy interns.
- iii. Any duties of a similar nature as required by the Chartered Institute.

PERSON SPECIFICATION

**Only relevant to the Senior Policy Officer role*

	<i>Essential</i>	<i>Desirable</i>
Education/qualifications		
A relevant degree in ecology and/or environmental management		✓
Evidence of relevant continuing professional development		✓
A qualification in a policy-relevant subject		✓
Experience		
Experience of working in policy and public affairs (ideally including drafting policy consultation responses)	✓ (Senior Policy Officer)	✓ (Policy Officer)
<i>*Experience of planning and implementing projects successfully</i>	✓	
Experience of working effectively with working groups or stakeholder groups	✓	
<i>*Experience of line managing staff</i>		✓
Experience of working in policy and public affairs in Scotland, Wales and/or the island of Ireland		✓
Experience of building relationships with key contacts and networks		✓
Experience of public relations and media work		✓
Knowledge and skills		
Good team working skills	✓	
Good oral and written communication skills	✓	
Ability to plan, prioritise and manage deadlines	✓	
Knowledge and understanding of environmental policy and legislation in Scotland, Wales and/or the island of Ireland		✓
Understanding of the professional body sector		✓
Understanding of the policy-making process		✓
Personal qualities		
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	✓	