

Job Description

1.	<p>Job Title Policy Manager initially fixed Term 12 months continuation dependant on future funding</p> <p>Department Policy & Public Affairs</p> <p>Location Glasgow</p>
2.	<p>Position in Organisation</p> <p>Direct Line Manager: Matt Lancashire</p> <p>Direct Reports: None</p>
3.	<p>Main Purpose of Job</p> <p>To drive SCDI's work in economic and public policy and research, embedding its values and reinforcing its reputation for thought leadership.</p> <p>To communicate effectively and strategically to members, stakeholders, politicians at a regional, Scottish, national and global level SCDI's vital role in shaping a sustainable and prosperous Scotland.</p> <p>To deliver the policy and public affairs plan and objectives and contribute to the continuing success of SCDI.</p>
4.	<p>Main Duties</p> <p>Deliver SCDI's policy and research work to influence Government policies to encourage sustainable economic prosperity.</p> <p>Research, investigate and produce policy and issue papers for Government, members and other policy makers and undertake research on a wide range of economic and business subjects in which the SCDI has an economic and civic interest.</p> <p>Communicate effectively and strategically to members, stakeholders, politicians at regional, Scottish, UK and European levels SCDI's policy positions to support the SCDI strategy.</p> <p>Identify opportunities and undertake research on a wide range of economic and business subjects in which SCDI has an economic and civic interest.</p> <p>Support the creation, development and delivery of SCDI's programme of policy conferences, events, workshops and membership activities to support SCDI's policy objectives and contribute to revenues.</p>

Support the work of SCDI through researching, writing, contributing to, and/or delivering speeches at SCDI events and external policy events.

5. Skills, Knowledge, Experience

Educated to degree level, with excellent policy, research and communication skills and a deep understanding of the economic, civic and political landscape.

A sound understanding and experience of policy formulation, and the capacity to develop SCDI's capabilities in both qualitative and quantitative research.

Ability to work constructively with policy makers and influencers, including politicians, SCDI members and stakeholders.

Strong presentational skills and a clear, accurate and engaging writing style.

Excellent planning, organisational and management skills.

Ability to work under pressure and deliver quality outputs

6. Complexity and Creativity

A strategic thinker, who can drive change and steer policy work and structures in new directions aligned with opportunities and priorities.

Ability to understand, navigate and provide sound advice on complex, and often rapidly changing, economic and political issues and situations.

Ability to balance short and long term priorities – to think quickly and work accurately and concisely to tight deadlines, and to manage policy projects.

7. Judgement and Decisions

Maturity of judgement, energy, focus, commitment, diligence and the confidence to communicate clearly with internal and external audiences.

A self-motivated team player who understands, can demonstrate commitment to and can take responsibility for developing SCDI's mission and values.

Flexibility and the ability to make decisions and work well under pressure.

Creative, innovative and an ability to translate ideas into action.

8. Contacts / Communications

Internal: Board, senior management, members and stakeholders

External: Established network of senior contacts in policy, political and media circles.

Originated by: Gareth Williams

Approved by:

Date: