

## **Job Advert**

**Job Title:** Policy Analyst

**Contract:** 12 month, fixed-term contract

**Salary:** Competitive base salary plus benefits

**Location:** Glasgow

The Scottish Council for Development and Industry (SCDI) is an independent, not-for-profit membership organisation representing the private, public and social economy sectors. SCDI works to influence and inspire key stakeholders to create sustainable economic growth for everyone in Scotland.

An exciting opportunity has arisen for an experienced policy professional to support the delivery of SCDI's policy and public affairs plan.

This position will support SCDI's work in economic public policy and research and also engage effectively and strategically with members, stakeholders and politicians at a regional, Scottish and UK level.

## **Main Responsibilities**

- Work with the team to identify and develop key policy areas.
- Assemble, interpret and provide analysis of socio-economic issues relevant to SCDI's members and purpose .
- Effectively communicate policy positions in written, oral and digital policy documents.
- Support the formulation of policy positions and their dissemination by curating and administering events throughout Scotland and the UK.
- Research, investigate and produce policy focussed papers (consultation responses and briefings) for Government, members and other policy makers on a wide range of economic, business and related social subjects.

The above list of responsibilities is not exhaustive, and you may be required to undertake other responsibilities in support of the Policy function.

## **Skills, Knowledge, Experience**

- Educated to degree level, with excellent policy, research and communication skills and a good 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 support work with policy makers and influencers, including politicians, SCDI members and stakeholders.
- Strong presentation skills and a clear, accurate and engaging writing style.
- Excellent planning and organisational skills.
- Ability to work under pressure and deliver quality outputs.

**Date:** December 2018