

<b>Job Title:</b>	Policy Manager
<b>Department:</b>	Policy & Public Affairs
<b>Location:</b>	Glasgow, Scotland - Remote Working (with some travel to policy related events and meetings). This is a full-time role but we offer flexible working arrangements.
<b>Line Manager:</b>	Gareth Williams
<b>Reports:</b>	None

### **Why join SCDI?**

As Scotland's only cross sector membership organisation, SCDI is uniquely well placed to foster collaborative and innovative thinking about how best to support a sustainable and economically progressive future for the country. Our approach is built on a substantial legacy - we've been representing Scotland's diverse sectors and geographies since 1931.

SCDI has always aimed to evolve in line with new challenges and themes which emerge in Scotland, but our constant across the years is that we always aim to inspire innovative, collective approaches which will help make this a country which is fit for the future.

Our members come from across the whole spectrum of Scottish society and geographical communities. We represent members in the Highlands and islands, the Borders and in all of our urban centres. Those members include charities, local authorities, micro-businesses and multi-nationals - we are so proud to represent Scotland's rich organisational diversity.

SCDI's shared cross-sector ambition is to support economic growth and prosperity for Scotland, but our economic thinking extends far beyond pounds, pence and GDP. Through collaboration with our members and external partners, we seek to make a positive impact on the big challenges facing the country. Our in-depth policy and research work has a direct influence on social, economic and environmental policy, and regular opportunities for shared experience, networking and learning across sectors offers a significant benefit to all of our members.

### **Main Purpose of Job**

Yours is a key role in this small team which leads our member policy work from key reports to consultation responses. Working directly to the Head of Policy you will drive SCDI's research and policy work, embedding its values and reinforcing its reputation for thought leadership. You will communicate effectively and strategically to members, stakeholders, politicians at a regional, Scottish, UK and global level SCDI's vital role in shaping a sustainable and prosperous Scotland.

You will also support the delivery of the policy and public affairs objectives of the team and contribute to the continuing success of SCDI. Our policy work focusses on understanding how complex future challenges and opportunities will impact on Scotland's future wellbeing and prosperity and articulating how governments, businesses, educators and the third sector and citizens might want to prepare or respond. Our recent work has spanned areas including net zero/natural capital, data/digital, rural challenges, industrial strategy, innovation and exporting.

## **Main Duties**

- Deliver SCDI's policy and research work to influence Government policies to encourage sustainable economic prosperity.
- 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.
- Support the work of SCDI's policy and regional committees, taking on lead responsibility in the Policy Team for a share of them, including developing their work plans and agendas, preparation of papers and participation in meetings.
- Communicate effectively and strategically to members, stakeholders, politicians at regional, Scottish, UK and Global levels SCDI's policy positions to support the SCDI strategy.
- Identify opportunities and undertake research on a wide range of economic and business subjects in which SCDI has an economic and civic interest.
- Support the creation, promotion and delivery of SCDI's programme of policy conferences, events, workshops and membership activities to support SCDI's policy objectives and proactively contribute to revenues.
- Research and produce economic analysis for online and print media.
- Support the work of SCDI through researching, writing, contributing to, and/or delivering speeches at SCDI events and external policy events.

## **Person specification**

### **Knowledge & Skills**

- A strategic thinker, who can drive change and steer policy work in new directions aligned with opportunities and member/SCDI priorities.
- Ability to work with and manage expectations across a diverse range of member views to produce agreed recommendations in an efficient timescale.
- Educated to degree level, with excellent policy, research and communication skills and a good understanding of the economic, civic and political landscape.
- Commercial outlook and willingness to engage proactively with members around policy work
- Excellent time management skills, ability to make decisions regarding priorities and work well under pressure.
- Maturity of judgement and the confidence to communicate clearly with internal and external audience.
- A self-motivated team player who understands who can take play their role in delivering SCDI's mission and values
- Creative and able to translate ideas into action

### **Essential**

- A sound understanding and experience of policy formulation, and the capacity to develop SCDI's capabilities in both qualitative and quantitative research.
- Excellent stakeholder/relationship management skills
- Keen interest in contemporary Scotland including emerging themes e.g. innovation, wellbeing economy, purposeful business, climate emergency and sustainability
- A track record of producing clear, accurate and engaging written work.
- Strong presentational skills.

### **Desirable**

- Data analysis skills would be an advantage
- Digital/online communications skills desirable
- Excellent planning, organisational and management skills.
- Ability to work under pressure and deliver quality outputs
- Ability to understand, navigate and provide sound advice on complex, and often rapidly changing, economic and political issues and situations.

### **Contacts and Communications**

Internal: Board, senior management, members and stakeholders

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

**Originated by:** Clare Reid

**Approved by:** SMT

**Date:** May 2023