



Job title	Public Affairs Advisor - Education & Skills
Department	Communications
Reporting to	Head of Policy & Public Affairs
Contract	Permanent full-time (35 hours) - we are happy to talk about flexible working
Level	15
Location	London with hybrid working (up to 60% remote working)

## About EngineeringUK

We want to drive change so more young people choose engineering and technology careers. In the UK, we don't have enough engineers and demand is going up. So, we need more young people to realise there could be a future for them in engineering and technology. To really thrive, we need a stronger, more representative workforce and for that we have to do things differently to make engineering more appealing.

We are a not-for-profit working with hundreds of organisations across business, education, professional institutions and the third sector so we can all grow the future talent pool together. We drive that collective effort through research and evidence, leadership, activities for schools and advocacy, with a focus on long-term sustainability.

We are guided by a series of values that we apply to all our activity:

- We are **inclusive** and care about diversity. We understand that we have different needs and create opportunities for everyone's voice to be heard
- We are **collaborative**. We listen, share and work in partnership to achieve our vision
- We are **curious** and keen to learn. We challenge ourselves and others to innovate and experiment
- We are **insightful**. We evaluate what we do and draw on research to make decisions and to improve our collective understanding
- We are **driven** by a strong sense of purpose. We are determined to make an impact and achieve our goals

## About the role

Working closely with colleagues in the policy and public affairs and the research teams you will drive forward EngineeringUK's engagement with politicians, policy makers and other political stakeholders, ensuring that EngineeringUK's policy views are heard across Westminster, Whitehall and in the regions. This will mean developing clear engagement strategies and plans with the support of the Head of Policy & Public Affairs focused on nurturing our relationships with MPs and Peers. You will monitor political and policy developments in Westminster and the regions, working closely with policy colleagues in the team, and will keep EngineeringUK up to date. You will brief MPs and Peers using EngineeringUK's research, policy reports and recommendations, ensuring that EngineeringUK's views are heard in debates in Westminster and across Whitehall. Together with the Head of Policy and Public Affairs, you will lead on successfully establishing a new All Party Parliamentary Group. As the Parliamentary and Policy Adviser you will represent EngineeringUK in meetings with some of our key partners, including the public affairs group of the National Engineering Policy Centre, a partnership of professional engineering organisations, led by the Royal Academy of Engineering.

The role is London based at the EngineeringUK offices at 10 Lower Thames Street, London EC3R 6EN and may involve some travel in the UK. We believe that hybrid working has many benefits and are pleased to offer flexible working with a minimum of 2 days (or 40%) a week in the office and core hours of 10am to 4pm.

## Role responsibilities

- Together with the Head of Policy and Public Affairs, develop and keep up to date clear engagement plans focused on building trusting and fruitful relationships with political stakeholders and other key influencers across Westminster (with the possibility of expanding this into the regions and devolved nations).
- Monitor, share intelligence and respond to political developments in Westminster, Whitehall and the regions.
- Write and organise Parliamentary Questions; write and organise briefings for a range of stakeholders including parliamentarians, EngineeringUK colleagues as well as some of our members. Draft consultation responses for parliamentary committees, APPGs and others as needed.
- Represent EngineeringUK externally including on the public affairs group of the National Engineering Policy Centre.
- Support the organisation of policy and public affairs focused events in Parliament and other locations.
- Work with the Head of Policy and Public Affairs to define and deliver our work with All Party Parliamentary Groups (APPGs) including a new APPG focused on the engineering and technology skills, crucial to the achievement of the Government's growth ambitions.
- Organise MP visits to EngineeringUK-run projects relevant to their constituencies.
- Work in line with EngineeringUK's values to be inclusive, collaborative, curious, insightful and driven.

This is a general guide to the key responsibilities of this role - it is not exhaustive. Similarly, the amount of time that you spend on various aspects of the role may vary.

## Person specification

### Essential skills/competencies

- A good understanding of politics and political processes in Westminster and Whitehall.
- Excellent verbal and written communication skills, including a proven ability to write confidently and concisely for a variety of audiences. Experience writing briefings and consultation responses.
- Proven ability to work independently and prioritise in response to many competing demands and time, but also take direction, be flexible and work collaboratively with others, contributing to team decisions and facilitating cross-organisational working.
- Proactive approach to working.
- Excellent interpersonal skills with a clear ability to build relationships.
- Team player and happy to collaborate with others.
- Commitment to our mission and values, you will be able to engage with our values and work in a way that supports our commitment to equity, diversity and inclusion.
- Understanding of regional politics and political processes.

### Desirable

- Understanding and/ or experience of the politics and political processes in the devolved administrations and local government.
- An understanding and/ or experience of STEM education and skills policy
- An understanding of the engineering and technology sector
- An existing network of relevant political and policy stakeholders.

### Education/level of experience

- Educated to degree level or equivalent, or similar ability gained through work experience relevant to the role.
- Experience and a good understanding of working with politicians and other political stakeholders across different parties.
- Experience of representing organisations externally at meetings and events.
- Demonstrable experience in simplifying complex policy messages for a wider audience.
- Experience and interest in developing policy positions.

EngineeringUK is committed to being an inclusive workplace, where everyone feels they belong. This is supported by the dedicated work we are doing to ensure our policies and practices are inclusive and training our staff to be able to fulfil this commitment.