Job Description

<table>
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<th>Job title</th>
<th>Head of Policy</th>
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<td>Department</td>
<td>Policy and Public Affairs</td>
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<td>Responsible to</td>
<td>Director of Policy and Public Affairs</td>
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<td>Revision Date</td>
<td>September 2020</td>
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**Purpose of the job**

This role is part of IOP’s senior management team. The Head of Policy will lead the design and delivery of a high-profile programme of policy work and engagement that will underpin key parts of the IOP's five-year strategy.

Working with the Director of Policy and Public Affairs, a talented policy team, trustees and senior colleagues from across the organisation, the Head of Policy will spearhead the IOP’s efforts to inform and influence decision makers and opinion formers in the UK and Ireland, to build strategic partnerships and to increase the visibility and impact of the IOP's policy work. The Head of Policy will play a central role in the development of ambitious new programmes and large scale projects with the aim of fostering national debate and long-lasting societal and economic impact.

**Context of the job**

**Strategic context**

The IOP’s 2020 - 2024 strategy identifies three urgent priorities that we must tackle head-on.

- ensuring that our profession reflects the diversity of our society, making sure all young people have access to world-class physics education and training, investing in critical technical skills and closing the growing STEM skills gap;
- Making sure that the UK and Ireland are able to realise the full benefits of the next technological and industrial revolution; and
- Supporting informed debate so that citizens can participate in discussions and decision-making about issues that affect them.

To increase our influence and address these primary challenges, we will strengthen our evidence base. We will also strengthen our relationships with governments across the UK and Ireland so that we become the trusted and valued voice and the go-to organisation for contributions on physics, its connection with the wider STEM agenda and with society.

In support of this, we will draw together a comprehensive set of data, information and evidence-based analysis of the UK and Irish physics communities. We will use this asset to underpin a valued, respected and proactive policy programme on which governments and research funders will depend for high quality, independent information and advice when making decisions.

**The job’s context**

The job will involve:

- Working with the Institute’s Executive Team to shape and deliver an influential and timely policy programme and to maximise its impact.
• Working with colleagues from across the organisation (including other Heads and Policy Managers in Scotland, Ireland and Wales) to design and deliver key projects and activities that will bring the IOP’s five-year strategy to life through an ambitious set of programmes.
• Working in close collaboration with Department Heads, other National and Regional Managers across the UK and Ireland. This will require the Head to be collegiate, diplomatic and challenging when necessary.
• Leading and developing a high performing team of policy staff and supporting the policy-related work of other IOP teams in the UK and Ireland.
• Ensuring that the IOP’s policy analysis is rigorous, timely and high quality.
• Consulting with members, partners and stakeholders, developing networks of influencers and opinion formers and building effective and influential partnerships, including strategic alliances.

Key decision-making in the job

• Recruit and manage a team
• Business planning and strategic prioritisation (balancing significant reactive/responsive demands with the need to deliver headline IOP projects
• Setting the direction and focus of strategically important projects
• Negotiation with partners including funding partners

Accountability of the job

• Develop and oversee 12 month work plan for IOP policy and public affairs work
• Ensure project plans are in place
• Contribute to IOP Senior Management Team’s oversight of cross-organisational programmes including business transformation
• Work independently while maintaining strong links with IOP Executive Team and Senior Management Team and alignment of policy team’s work with IOP strategy and business plan
• Quality assurance of IOP programmes, projects and outputs
• Risk identification and management
• Budgetary responsibility with expenditure delegation of £50,000 and contract delegation of £20,000
• Manage contracts with external providers
The Institute of Physics is an open and inclusive organisation that welcomes and celebrates diversity.

Main responsibilities of the role

- Line manage and oversee the development of a team comprising three Senior Policy Advisers
- Work collaboratively with teams (including Policy Managers) in Scotland, Wales, Ireland and the English regions to ensure the IOP’s policy and advocacy work is joined up, consistent and high quality.
- Play a leading role in the implementation of the IOP’s five-year strategy and roadmap by contributing to the design and delivery of strategic programmes.
- Build and manage strategically important relationships such as those with members, partners, senior decision makers and opinion formers.
- Lead the design and delivery of high impact programmes of work, including projects to:
  - Inform and influence the UK and Irish Governments’ investment priorities in research, innovation and education;
  - Drive a national debate about skills in the UK and Ireland by producing a major report on the physics workforce.
- Oversee the development and maintenance of a suite of clear and compelling policy positions and ensure that they are underpinned by robust evidence, consultation and high quality analysis.
- Oversee responsive elements of the IOP’s policy work such as:
  - The preparation of written submissions to government, parliaments, research and funding councils and other bodies;
  - The production of briefings for trustees, senior staff or members;
  - Working with the Communications Team to respond to media enquiries or to develop news stories or statements.
- Represent and promote the IOP, its positions and members’ interests to senior stakeholders.
and strategic partners in the UK, Ireland and internationally (where appropriate).

- Work with Heads and specialists in other teams (e.g. Education, Diversity and Inclusion, Science and Innovation and National Managers) to develop and promote policy positions that reflect the IOP’s strategic interests and which account for differences in national policy frameworks.
- Ensure the timeliness, quality and impact of the IOP’s policy work by establishing and embedding effective project planning, management and governance.
- Identify, assess and manage risks and threats to the IOP, its programmes and projects.
- Lead the policy work of the IOP as it relates to the European Physical Society and the International Union of Pure and Applied Physics.
- Oversee and guide the Institute’s Parliamentary affairs work.
- Join IOP’s Senior Management Team to deliver consistent management and business processes across the organisation.

### Person Specification

**We are looking for someone who...**

**Creativity and thought leadership:** Can bring clear insight and creative, incisive thinking to bear on complex problems; is adept at analysing and using evidence to explore new solutions to major challenges; can provide intellectual leadership and direction to teams, individuals, programmes and projects.

**Communication:** Can bring ideas to life with clear expression, first class presentation skills and vivid, compelling writing; is naturally consultative and listens to ideas and alternative viewpoints to distil the critical issues.

**Priority setting:** Can set and manage priorities for the coming 12 months - for teams and individuals. Understands and uses time well to focus on what’s important; understands what will help or hinder progress and eliminates roadblocks and creates focus.

**Planning:** Scopes out length and difficulty of tasks and projects; sets objectives and goals; develops schedules and assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals and evaluates results.

**Delegation:** Is able to delegate clearly and with ease, both routine and important tasks and decisions; understands and shares responsibility and accountability; trusts others to perform and lets direct reports and others complete work.

**Assumes Responsibility:** Willingly assumes responsibility for individual and collective undertakings. Understands importance of accountability, scrutiny and reporting to good governance and organisational management. Takes responsibility for the identification, assessment and management of risks and threats to the IOP, its programmes and projects.

**Managing and Measuring Work:** Is clear in the assignment of responsibility for tasks and decisions; sets clear objectives and measures, monitors regularly for progress and results and ensures feedback is used to inform future work.
Motivating Others: Creates a climate for success; understands individual team members’ strengths and weaknesses, empowers others by inviting input and sharing ownership; pushes tasks and decisions down; values individual contributions and creates a positive environment for individuals to work in. Communicates openly and clearly.

Experience this person should have is...

**Experience**

- Proven experience of managing and developing high performing and influential policy teams
- Track record of influencing senior decision makers and opinion formers and of building strategic partnerships and alliances
- Demonstrable experience of setting annual work plans and designing and managing complex policy projects and associated risks
- Experience and understanding of complex governance systems and quality assurance and review of policy projects
- A track record of developing and delivering high quality and influential policy projects and positions
- Experience of formulating and communicating robust, evidence-based policy advice (sometimes under pressure and with uncertain information) to internal audiences (e.g. Council/Board members, senior staff) or external stakeholders (e.g. ministers, Parliamentarians, scientific or political advisers)
- Ability to manage competing priorities e.g. balancing reactive and proactive priorities
- Demonstrable experience of applying political acumen and sound judgement when making decisions

Skills this person requires are...

- Developing direct reports - Provides challenging and stretching work and projects; holds regular development discussions and understands individuals’ career goals; agrees structured development plans and is happy to work with people who have development goals and needs; applies and supports the Institute’s performance and development policies
- People management - Building and managing high performing teams and developing individuals
- Team player – the ability to work co-operatively with others to achieve common goals
- Negotiation skills – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties
- Influencing skills – the ability to bring others to your way of thinking diplomatically
- Proactive – to think ahead and act to ensure the smooth completion of team/individual aims and objectives
- Dependable – able to complete tasks to high standard and to deadline
- Organisational skills – ability to work with minimum supervision, prioritise workload, and handle multiple tasks
- Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand
- Computer literate – good working knowledge of Microsoft Office
- Leadership – ability to think strategically and represent the IOP to senior stakeholders internally and externally. In addition to having the capability to promote and generate cooperation to achieve collective outcomes; fosters the development of a common vision
- Communication – First class written and verbal communication skills. Ability to communicate clearly and effectively with members, colleagues and external stakeholders
- Flexibility – the ability to adapt a plan of work whilst responding to changing circumstances
- Relationship management - people management skills, tact and diplomacy to manage
relationships with stakeholders including members who volunteer their time and expertise

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<td>(including membership of professional bodies, professional registrations, etc.)</td>
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<td>Relevant degree or equivalent</td>
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