Job Description

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<th>Policy Manager – Ireland and Northern Ireland</th>
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<td>Department</td>
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<td>Reporting to</td>
<td>Head of IOP Ireland and Northern Ireland</td>
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**Purpose of the job**

- To lead the development of an influential programme of policy projects and activities across Ireland and Northern Ireland;
- To ensure the strategic objectives of the IOP are fulfilled, and the IOP’s members in Ireland and Northern Ireland are consulted and well represented;
- To build and maintain high level relationships and contacts to secure policy influence for the IOP in Ireland and Northern Ireland.

**Context of the job**

The Institute of Physics is the professional body and learned society for physics in the UK and Ireland. We inspire people to develop their knowledge, understanding and enjoyment of physics. We work with a range of partners to support and develop the teaching of physics in schools; we encourage innovation, growth and productivity in business including addressing significant skills shortages; and we provide evidence-based advice and support to governments across the UK and Ireland.

The IOP drives external policy work in all areas that affect physics, from schools education through to research and innovation, working with experts to supply evidence-based advice and in-depth analysis of areas of physics policy to governments and other agencies.

To increase our policy influence we are committed to strengthening our evidence base. This includes strengthening our relationships with governments across the UK and Ireland, including the Irish Government and the Northern Ireland Assembly and Executive. We aim to become a trusted and valued voice and the go-to organisation for contributions on physics and 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 physics community across the UK and Ireland. 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 IOP’s areas of focus are:
- High-impact analysis: We produce reports, topical briefs, consultation responses and other publications to inform decision makers and opinion formers.
- High-level influence: We oversee key stakeholder relations and manage the Institute’s policy and public affairs activities, engaging at the highest levels.
- Evidence-based policy: We collect and maintain a repository of physics data and statistics to inform policy development.
- Raising profile: We work with IOP colleagues and partners to raise the profile of physics and promote the value that physics education and research offers.
The job’s context
The science and education policy landscapes across the UK and Ireland are undergoing significant changes, and responding to challenges and opportunities – including the COVID-19 pandemic, Brexit, and budget reforms creating wide-reaching societal and economic challenges. The Institute of Physics, as the voice of the discipline, plays a central role in shaping and responding to policy developments in science investment, education and innovation, and in enabling science to play a role in framing new regulation and legislation.

The IOP has launched an ambitious strategy to transform the physics landscape for the UK and Ireland, and ensure a thriving physics ecosystem that will contribute to innovation, discovery, research, growth and debate in the UK, Ireland and beyond. This strategy sets out the following challenges to be addressed in unlocking the potential of physics and its impact in society:

1. Diversity and skills: We want to build a thriving, diverse physics community and play our part in solving the STEM skills shortage by ensuring that people, no matter their background or where they live, have access to world-class physics education and training.
2. Unlocking capability: We want to ensure that the UK and Ireland are able to realise the full societal and economic benefits of the new industrial era.
3. Public dialogue: We want to show the impact of physics on people’s lives, enabling informed public debate about funding and policy in areas including healthcare, climate change and cybersecurity.

In helping to deliver this strategy and the above challenges, the Policy Manager for Ireland and Northern Ireland will play a leading role in the policy, public affairs and advocacy work of the Institute with particular focus on the Irish Government and the Northern Ireland Assembly, as well as other national, industrial and scientific bodies. The post holder will work with the Head of IOP Ireland and Northern Ireland, and colleagues from across the IOP (including a dedicated policy team) to develop and manage influential and impactful policy programmes and projects. They will develop clear and compelling policy positions, actively engage with the IOP’s members, the physics community, including physicists from industry, academia and the classroom, and work closely with the Head of IOP Ireland and Northern Ireland to represent the IOP and its policy positions with external stakeholders.

As this is a key role within a new team, the ability to manage the ambiguity that comes from a changing environment is essential, as is the ability to work methodically and establish processes and procedures where needed.

The Institute of Physics’ aspirations for 2020-2024
To meet the three challenges outlined in the previous section, the IOP has six aspirations for the changed world which we wish to achieve by the end of the strategy period:

• Every secondary school pupil in the UK and Ireland will have access to a specialist physics teacher;
• Girls will make up at least 30% of those taking physics at age 16-19, and there will be double the current number of young people from black and minority ethnic and lower socio-economic backgrounds;
• There will be clear roadmaps and funding commitments from the UK and Irish Governments that propel research and development investment towards the Organisation for Economic Cooperation and Development average of 2.4% of gross domestic product;
• Double the current number of people will be employed in technical roles in physics-based and engineering businesses and the number of those on physics-based science apprenticeships will have increased by a factor of 100;
• Our publishing services to the worldwide physics community will have further improved such that the number of scientists publishing their research in our journals will grow by 25%; and
• 10% of the population will have a meaningful engagement with a physics-based public event and 1% will have sustained contact with physics.

**Key decision-making in the job**

• Developing and managing complex, long-term, externally-facing projects in Ireland and Northern Ireland to successful completion.
• Identifying risks and opportunities associated with the Institute’s policy work.
• Producing high quality outputs that achieve influence with key audiences.
• Offering advice and making recommendations to senior colleagues, members, trustees and external stakeholders.

**Accountability of the job**

• The Policy Manager for Ireland and Northern Ireland has no direct line reports, but is expected to work closely with members of the IOP’s Policy team and colleagues from across the organisation.

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**Organisational chart**

*This chart shows where this job sits within the department and team*

The Institute of Physics is an open and inclusive organisation that welcomes and celebrates diversity.
Main responsibilities of the role

1. Developing and delivering high impact policy programmes, projects and activities in and across Ireland and Northern Ireland
   - Lead the development of high-quality policy positions, projects and proposals, in consultation with IOP members and other stakeholders from within policy, industry and academic sectors, across Ireland and Northern Ireland;
   - Developing resource plans to deliver projects and programmes;
   - Leading agreed policy projects, programmes, and other activities, ensuring that they are delivered on time, on budget and within scope;
   - Provide secretariat support to committees and working groups;
   - Coordinating, drafting and editing policy statements, reports, consultation responses and other outputs;
   - Contribute to the development and delivery of the IOP’s strategic programmes in Ireland and Northern Ireland;
   - Ensuring work is informed by a strong evidence base and robust analysis.

2. Manage policy engagement activities across Ireland and Northern Ireland
   - Organise meetings and events with representatives and key stakeholders from the Irish Government and Northern Ireland Assembly, plus other bodies, groups and individuals across industry, research, education and academia to inform and influence IOP policy positions;
   - Represent the IOP on policy committees and at conferences in partnership with other relevant organisations (eg related to industry/research/policy matters);
   - Ensure the policy objectives of the IOP are fulfilled in Ireland and Northern Ireland, and that key messages are communicated to appropriate audiences;
   - Provide policy and engagement advice to senior management, senior officers, and committees;
   - Represent the Institute and its policy positions to the Irish Government and Northern Ireland Assembly, and other political and sector-wide bodies;
   - Support the IOP Ireland committee volunteers to promote IOP policy objectives and to advocate for the IOP with policy makers.

3. Other
   - Responsible for the management of interns, secondees and external contractors;
   - Contribute to broader UK-wide and Ireland policy work where required;
   - Contributing to other activities within Ireland, Northern Ireland and across the IOP as required.
Person Specification

The candidate

- Educated to degree level or equivalent;
- Motivated self-starter, with a keen interest in science and technology, and related issues;
- Good self-manager, with the ability to work independently and/or alongside a team of other policy professionals (as well as other disciplines), taking responsibility for projects and tasks, measuring work against agreed objectives;
- Results-oriented, and can be counted upon to meet and exceed said objectives;
- A commitment to personal development and learning – understands the importance of remaining ahead of the game on matters of policy, and is prepared to take the time to invest in themselves and their own knowledge and skillset;
- Understands the importance of political developments in the devolved, national and international level;
- Functional/technical skills – holds the functional and technical knowledge and skills to do the job at a high level of accomplishment. Given that the role will include analysing and producing policy reports, the candidate should be confident handling and interpreting data.

Experience this person should have is...

Essential:
- A minimum of 3 years’ experience working in a similar role
- Leading and delivering complex projects on time, on budget and within scope, informed by and reporting to clients, employers, and/or representatives of member boards;
- Engaging with stakeholders across the political spectrum in the Irish Government and Northern Ireland Assembly;
- Building relationships with sector-relevant stakeholders across industry, research, education and academia;
- Writing, editing and disseminating reports among policy and industry stakeholders;
- To have established and maintained a network of contacts across political and STEM related networks;
- Knowledge of science and education funding and governance structures across Ireland and Northern Ireland would be a distinct advantage.

Skills this person requires are...

- Ability to communicate clearly and effectively with members, colleagues and external stakeholders. Excellent presentation and written communication;
- Excellent negotiation and influencing skills;
- Excellent organisational and project management skills;
- Excellent research and analysis skills, with a particular strength in handling and interpreting data;
- Well-developed statistical and numeracy skills;
- Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives;
- Team player – the ability to work co-operatively with others to achieve common goals;
- Dependable – able to complete tasks to high standard and to deadline;
- 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;
- Good working knowledge of Microsoft Office / computer literate.