



Job Specification

Title:	Policy manager
Reporting to:	Head of Policy
Job Purpose:	<p>BEAMA is the Trade Association for the electrotechnical and energy infrastructure manufacturing industry for the UK. Representing over 200 member companies BEAMA has significant influence over UK and international political, standardisation and commercial issues.</p> <p>This position is a fantastic opportunity for an individual to gain extensive experience across a wide range of policy and regulatory areas impacting on the UK energy supply chain today, and offers professional and career development within a growing industrial sector in the UK. You will be in regular contact with senior industry representatives and working together to ensure the BEAMA membership is informed and influential.</p> <p>The UK energy sector is experiencing a period of unprecedented change, with growing geopolitical pressures impacting on supply chains and energy security policy combined with an urgent need to adapt to address climate change and meet the UK's Net Zero by 2050 target. Policy development has never been more varied and interesting within the energy sector and the next couple of years are anticipated to be a period of dramatic change.</p> <p>We are looking for a dynamic and dedicated member of the BEAMA team to expand and support our policy and associated lobbying work on behalf of our membership.</p>
Key tasks:	<p>Duties will include:</p> <ul style="list-style-type: none"> • Manage BEAMA's policy input on a wide range of UK and EU policy areas (e.g. environment, energy, buildings policy and regulation, product safety) supporting the BEAMA Head of Policy in the development of BEAMA's policy strategy and workplan and its effective delivery • Support BEAMA Head of Policy to gather evidence to aid the development of BEAMA positions • Support the BEAMA policy and marketing team on the delivery of effective policy campaigns • Work with the BEAMA marketing team to develop content on policy work for the BEAMA website • Manage BEAMA consultation responses – fielding input from across industry and presenting to government and key stakeholders. • Developing policy briefings for BEAMA membership, staff and key stakeholders • Present to members and stakeholders directly in meetings • Political and policy tracking - the policy manager will be expected to keep pace with changing political developments and new policy related to our sector. • Manage and maintain relationships with key stakeholders and government departments

	Other Functions <ul style="list-style-type: none"> • Working as part of the wider BEAMA team on cross-sector issues. • Maintaining relevant information in the BEAMA CRM system. • Proactive and reactive representation of BEAMA as required at external events and communicating the associated information within BEAMA as appropriate.
Key performance indicators:	<ul style="list-style-type: none"> • The delivery of BEAMA policy briefings and positions on key policy agendas • Ensure members and staff are kept up to date with changing political and policy developments • Effective communication with our membership and stakeholders • Maintain key relationships with members stakeholders and government officials
Person spec: E = Essential D = Desirable	Essential <ul style="list-style-type: none"> • Background in energy policy – degree level and/or industry experience • Self-starter with the ability to work to deadlines and work on their own initiative • Excellent communication skills, both verbal and written – proficient in the running of meetings with industry and stakeholders • Ability to deal effectively with people at all levels of seniority (internal and external) • Ability to work as part of a team • IT literate and familiar with common office software Desirable <ul style="list-style-type: none"> • Lobbying experience working in a related field • Good technical and statistical analysis capabilities • Minimum 2 years industry/ government experience in the energy sector
Terms:	Permanent full-time contract From £30,000-40,000 pa plus benefits, dependent on relevant experience and current skills. Office in Central London with hybrid working and opportunity to work from home (minimum 3 days a month in the Office) Travel within UK and Europe expected. To apply please send a CV and covering letter to Andrew.Willman@beama.org.uk by 27 th September 2022. Interviews may take place before the closing date for suitable applicants who apply earlier.