



JOB DESCRIPTION

Job Title: Director of Public Affairs

Accountable to: Chief Executive Officer

Salary: £70 - £100, 000 depending on experience

Term: Permanent, full-time

Location: Home Based with frequent (2-3 days a week) UK travel, based within easy access to London.

ABOUT US

The Association for Consultancy and Engineering and the Environmental Industries Commission (“ACE Group”) memberships comprise companies providing infrastructure solutions to some of the most high-profile topics of our time such as economic growth, climate change and biodiversity net gain, housing and regional development, creating social value for communities.

Membership includes major global brands including ARUP, WSP and AECOM and also a large proportion of medium and smaller firms located across the UK. We represent the collective voice of over 400 firms.

The UK engineering design sector is a cornerstone of our economy, employing over 420,000 individuals and contributing more than £15 billion annually. The infrastructure and buildings we create generate over £570 billion in GVA each year.

As the leading business association for our sector our mission is to advocate, anticipate, and educate on behalf of our members. That means proactively engaging with governments and stakeholders about challenges and opportunities, ensuring our members of all sizes have a voice.

SUMMARY OF ROLE

The Director of Public Affairs plays a pivotal role managing and delivering ACE and EIC public affairs and communications activity.

As a member of ACE’s Leadership Team, the incumbent will contribute to the overall leadership of the ACE executive to support and embed a positive and high-performing company culture.

RESPONSIBILITIES

Public Affairs

- Developing a public affairs strategy for ACE Group in discussion with Members.
- Developing and delivering advocacy campaigns with the objective of delivering member policy objectives.
- Political relations, party conferences and contact program; building key relationships, arranging and attending meetings with the Chief Executive and Policy Director, preparing political briefings as required.
- Leading any public affairs activity including organising and attending parliamentary events and party conference activity and facilitating ACE Group public affairs related events.
- Leading the ACE Group Public Affairs Group ensuring strong agenda and speakers.
- Managing the Public Affairs Executive – setting personal objectives and supporting development to ensure that high quality outputs (including the weekly public affairs newsletter) are produced in a timely fashion and create value for ACE Group membership.
- Ensuring the political and parliamentary monitoring function is appropriate and that members and the team are aware of significant developments.

- Conducting political lobbying on various Government agendas such as funding and pipeline, regulatory and policy changes affecting the infrastructure and buildings sector, skills and the environment.
- Devise and deliver to the public affairs budget and manage any contracted suppliers effectively.
- Supporting and deputising for the CEO when required, in their role as the associations lead public spokesperson.
- Public speaking including chairing policy and public affairs related discussions.

PR and Communications

- Jointly leading the ACE Group communications strategy in close liaison with the Marketing Director
- Arranging and conducting campaigns and media relations activity
- Drafting timely press releases and media content and materials
- Ensuring the media and political monitoring is appropriate and that team members are aware of significant developments
- Leading on the ACE Public Affairs newsletter and providing written material for member newsletters
- Arranging media tours and where required attending meetings with the Chief Executive and Senior Director colleagues

Key Relationships: One direct report; CEO; the ACE Group Chair and Board; Director of Policy, Director of Marketing, Director Membership and Events.

Alongside the above internal relationships, as the leader of our public affairs team, you will need to be exceptionally skilled in building and working across our network of external stakeholders to elevate the awareness of our brand. You will develop your own profile as an ACE Group spokesperson and thought leader, alongside our ACE and EIC Chairs and the CEO.

PERSON SPECIFICATION

- A degree or equivalent experience
- Demonstrable experience in communications and public affairs in a trade association, public affairs agency, Government Department or equivalent, in a relevant sector.
- Collaborate effortlessly with cross-functional teams, cultivating strong interdepartmental relationships to drive solutions and ensure a seamless member experience.
- Lead and inspire a high performing team and to provide exceptional public affairs services to members through effective leadership and collaboration.
- An understanding of the industry, knowledge of key stakeholders, trends, and challenges
- Experience in providing clear, balanced advice at a senior board level.
- Able to translate vision into delivery and solve problems with a broad range of individuals, influencing and directing change in a positive working environment with a sense of collective accountability.
- Able to build the profile of an organisation's leadership and members.
- Ability to develop and deliver influential content and presentations.
- Excellent attention to detail and quality control.
- Strong interpersonal skills, builds relationships across all levels of an organisation and with a range of stakeholders.
- Exceptional communication skills, including excellent written English.
- Ability to proactively manage workload and meet deadlines.
- Continually seeks to maintain own professional knowledge through a willingness to learn and develop.

KEY COMPETENCIES

Setting Direction – Gather information from a range of relevant sources inside and outside the team to inform own work. Frequently seeking the opportunity to partake in debate and problem solve. Acting with an unbiased ‘think member first’ approach always. Maintain the highest standards of accuracy and impartiality in your own work

Engaging People – Works collaboratively and is a team player, building supportive, trusting, and professional relationships. Proactively contribute to the work of the whole team. Communication style is inclusive and engaging and puts forward views in a clear and constructive manner. Based on evidence.

Delivering Results – Focuses on delivering timely objectives with energy. Works in a way that is commercially sound and mindset of one which seeks to consistently add value. Works in an organised manner using own knowledge and expertise, and drawing on other skills, to deliver on time and to standard.