



Role Specification

Policy & Public Affairs Manager

About Be the Business

Productivity drives growth as well as increasing social prosperity and improving living standards but Britain has never fully recovered from the global crisis and recession that followed. Now the turbulence following the vote to leave the EU risks even more economic uncertainty. If productivity growth was important before the Brexit vote, it is crucial now.

Having been asked by the Chancellor in 2015 to dig deeper into Britain's productivity problem, Sir Charlie Mayfield, Chairman of the John Lewis Partnership, brought together some of the brightest minds in UK plc to approach the problem in a different way. The result was a report entitled "[How Good Is Your Business Really](#)" that called for a business-led response to the UK's productivity challenge and identified improving SME management and leadership capability as the key to change.

Led by Sir Charlie and Chief Executive Tony Danker, Be the Business (BtB) was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

Be the business focusses on the role that management and leadership play in improving firm level productivity. We do not tend to look at the sector specific technical expertise required in a given industry, but rather the kinds of leadership and management practices that have been proven to support firms in driving better productivity and competitiveness – things like helping your people thrive and produce, meeting customer needs, making sure it all comes together in the bottom line, and strengthening personal and strategic leadership.

These are vital attributes for UK firms, not only in light of the uncertainty of Brexit and the resilience that firms will have to exhibit, but also in light of the stagnant levels of productivity across the country over the last decade compared to our G7 peers who have recovered more strongly since the financial crisis.

The role

Working with and reporting to the Corporate Affairs Director, the Policy & Public Affairs Manager will be responsible for managing Be the Business's relationship with government, policy makers, politicians and stakeholder groups, both nationally and locally

Key accountabilities for the role are as follows:

- Act as the primary point of contact for Be the Business's sponsoring department (BEIS). Manage the regular BEIS meeting schedule including with Ministers and Senior Civil Servants
- Lead Be the Business's work on Sector Deals and Local Industrial Strategies, and develop approaches to engage with policy makers leading this work both nationally and regionally
- Act as the day-to-day point person for Be the Business's relationships with policy makers in other departments including HM Treasury, DCLG and DCMS

- Develop and execute a public affairs strategy, across both the Commons and Lords, with engagement with Select Committees as appropriate
- Build and maintain a broad network of relationships think tanks and key stakeholder groups to support the organisation's priorities
- Manage a series of high-profile dinners between the Be the Business board and Parliamentarians
- Monitor public policy and stakeholder debates on productivity, SME performance and economic development, and keep abreast of reports and events on these issues

Relationships

- Internal: CEO, Corporate Affairs Director, Senior Corporate Affairs Manager, Research Director
- External: Ministers and parliamentarians, BEIS officials, key stakeholder groups

Skills & experience

- Exemplary organisational and time management skills.
- Good understanding of Whitehall, and a proven ability to build relationships across Departments.
- Experience of working collaboratively with a multi-disciplined team.
- Strong understanding of economics and public policy debates around economic development.
- Experience of building relationships with and influencing Parliamentarians across parties.
- Good written and verbal communication skills.

Education / qualifications

- Degree level or equivalent

Role Details

- This is a full time, fixed term contract position for up to 12 months
- Location: Central London
- Salary – Competitive
- Other benefits: 6 weeks' holiday & company contributions of 10% into the BtB pension scheme (subject to employee contributions of 5%)