

## Job description

Job Title:	Senior Policy Adviser
Directorate:	Policy, Research and Voter Engagement
Responsible to:	Policy Manager
Responsible for:	N/A

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## Purpose

To lead projects which develop the team's expert policy advice on electoral administration, political finance, or other emerging areas in order to support delivery of the Commission's corporate plan and strategic objectives.

These projects drive key areas of the Commission's work across the UK and include: examining opportunities to modernise electoral registration and voting; scrutinising regulatory challenges of new campaign techniques; proactively monitoring and analysing international elections practice and experience; and identifying new areas for policy development and external collaboration.

## Key accountabilities

The post-holder is expected to lead on a range of high impact policy projects related to electoral administration and political finance across the UK and internationally, ensuring work is completed to a high standard, on time, and in line with the Commission's strategic priorities. This includes taking initiative to identify policy gaps, proposing new areas of focus, and shaping the team's strategic direction.

The main responsibilities of the job are:

- To lead and manage the agreed policy projects and work streams to deliver on the Policy Team's operational plan, including:
  - Scoping and drafting project plans for agreement by the Policy Manager, Head of Policy or other colleagues.
  - Carrying out research and analysis on a range of sources, including qualitative and quantitative research findings, data on electoral administration or political finance, and comparative research on international electoral systems and other relevant regulators.
  - Drafting papers for consideration and agreement by the Executive Team or Commission Board where necessary.

- Coordinating input from internal Commission colleagues and external partners on policy issues.
  - Analysing and commenting on draft legislation, including developing briefings for legislators ahead of debates on relevant proposals.
  - Developing and evidencing the Commission's policy recommendations, identifying opportunities to influence the wider debate and improve operational policy or legislation in line with the Commission's recommendations.
  - Developing and implementing communication and advocacy plans to support and promote the Commission's policy agenda, including building links and collaborating with other external partners.
  - Identifying opportunities for new policy work or collaboration, including in areas not previously explored by the Commission
  - Monitoring and analysing international elections practice and experience, building relationships with electoral management bodies in other countries and international advice and assistance bodies
  - Working closely with colleagues in the Commission's devolved teams to ensure policy positions reflect the specific needs and contexts of each part of the UK, and to support effective delivery of UK-wide and devolved policy initiatives
- To lead on responding to specific internal and external enquiries or requests for policy advice, including drafting and agreeing responses to:
    - Requests for policy advice from elected representatives and other external partners
    - Relevant Parliamentary Questions
    - Relevant enquiries by Parliamentary or other committees
    - Queries from relevant government officials or our public information service

## Additional details

The post-holder has some autonomy to use their initiative and act independently to plan and manage the delivery of agreed policy projects, with overall project proposals and plans requiring approval from senior managers. They should be comfortable balancing detailed work with big-picture thinking, and confident in proposing new ideas or improvements to existing processes. A strong ability to prioritise and manage competing demands, often with limited supervision, is essential.

When approval is required (e.g. for changes to key policy positions, processes or requesting additional budget) the post-holder is expected to present and recommend solutions through the Policy Manager or Head of Policy and, where appropriate, the relevant Director.

The post-holder will also have limited authority to initiate and develop appropriate relationships with a range of senior external partners, particularly with relevant government officials.

## Key working relationships

The post-holder will work closely with the Research and Evaluation team to ensure the Commission's policies and recommendations are informed by robust evidence, and operational teams in the Electoral Administration and Regulation Directorate to ensure that operational experience is reflected in the Commission's policy positions and that the Policy Team has relevant input into planning, implementing or evaluating new electoral administration or regulatory processes.

They will also work closely with colleagues in the Legal and Legislation Teams, and across the Commission's devolved and English regional teams to ensure that policy advice and recommendations are informed by and responsive to the political, legislative, and operational contexts across all parts of the UK. The post-holder will also work with the Commission's press and public affairs teams, where appropriate and as directed, to support effective communication of the Commission's detailed policy positions.

The post-holder is expected to be able to maintain constructive working relationships with relevant government officials, particularly those responsible for the development and management of policy relating to electoral administration and political finance regulation. This includes working on implementation of, and reporting on, election-related legislation from each of the UK's legislatures.

The post-holder will help lead the collaborative work of the Commission with other external partners. The post-holder may also be required to identify and develop constructive relationships with other external partners which could include academics, local authority officers, political party officials and staff from charities, social media and digital companies, police forces and enforcement agencies, and international advice and assistance bodies.

Person specification, skills, experience & qualifications

<b>Category</b>	<b>Requirement</b>	<b>Essential or Desirable</b>	<b>How to assess</b>
<b>Experience / Qualification</b>	Experience leading policy development, or a relevant degree level qualification	E	A, I
	Experience of influencing decision-makers, ideally in a diverse and fast-moving policy environment	D	I
	Detailed knowledge and relevant experience of working with government policy, legislation and legislative processes	E	A, I
	Experience of working in a regulatory environment	D	A
	Experience of problem solving with the ability to interpret complex legislation and to translate it for others	E	A, I
	Experience conducting research and analysis on international or comparative policy issues	D	A
	Experience of analysing information, identifying trends and presenting findings	E	A
<b>Knowledge and skills</b>	Excellent written and oral communication skills, with ability to use plain English to communicate content in a clear style	E	A, I
	Ability to develop collaborative relationships with a wide range of internal and external stakeholders	E	A, I
	Well-developed interpersonal and communication skills	E	A, I
	Ability to work in an environment where close attention to detail and accuracy are critical	E	A, I
	Familiarity with UK political systems and structures, including devolution within the UK	D	A, I
	Familiarity with and ability to analyse and interpret primary and secondary legislation	E	A

<b>Category</b>	<b>Requirement</b>	<b>Essential or Desirable</b>	<b>How to assess</b>
	Ability to effectively plan and organise and manage own time	E	A, I

<b>Personal Qualities</b>	The ability to take the initiative and work independently and flexibly, including under limited supervision and as part of a team	E	A, I
	The ability to use initiative to solve problems, including meeting the needs of diverse stakeholders	E	A, I
	A proactive and positive approach to work, with the ability to adapt quickly to changing priorities	E	A, I
	Possess an understanding of, and interest in, democracy and the electoral processes in the UK	D	A, I

A-application and CV      I-interview      T-test