



Head of Public Affairs Job Description

- POSITION:** Head of Public Affairs
- EMPLOYER:** RenewableUK Association Limited (known as RenewableUK)
- POSITION STATUS:** Full Time
- LOCATION:** London
- REPORTS TO:** Director of External Affairs
- LINE MANAGEMENT:** Parliamentary Officer
- BUDGET:** Responsible for the Public Affairs section of the External Affairs Budget
- BACKGROUND:** RenewableUK is the leading trade organisation for wind and marine energy technologies, representing its members since 1978.
- Our primary purpose is to promote the use of wind, wave and tidal power in and around the UK. We act as a central point for information for our membership and as a lobbying group to promote wind energy and marine renewables to government, industry, the media and the public. We research and find solutions to current issues and generally act as the forum for the UK wind, wave and tidal industry.
- ROLE OVERVIEW:** As a national trade association it is key that RenewableUK has a strong voice within Government. The Head of Public Affairs is responsible for devising the public affairs engagement strategy and delivering the influencing essential to meet the needs of members, including the running of Bill programmes.
- Specifically this will include:*
1. *Delivering RenewableUK's Public Affairs initiatives and activities.*
 2. *Ownership and close management of the Public Affairs section of the External Affairs Budget.*
 3. *Management of the Parliamentary Officer*
 4. *Acting as the Secretariat for the RenewableUK Public Affairs Coordination Sub-Group.*
 5. *Leading RenewableUK's activities to influence legislation development*
 6. *Overall responsibility for RenewableUK's contact programme and political events*
- DUTIES AND RESPONSIBILITIES:**
1. **Responsibility for devising the strategy of RenewableUK's Public Affairs initiatives and delivering the overall activity.**
 - a. Work with the Public Affairs Coordination Sub-Group and Communications Strategy Group to determine the policy priorities

- b. Produce detailed strategy plans on each element of activity and in conjunction with the Director of External Affairs and with the support of the Parliamentary Officer, carry these out
- c. Encourage members, and other Trade Associations and stakeholders where appropriate, to support RenewableUK positions.
- d. Work with RenewableUK Policy staff on coordinating policy positions and consultation responses.
- e. Manage any externally-appointed consultants

2. Responsibility for Public Affairs Budget

- a. Keep detailed records of expenditure and income
- b. Responsibility for securing sponsorship for RenewableUK initiatives such as the Parliamentary Reception and Political Party Dinners.

3. Management of the RenewableUK Parliamentary Officer

- a. Overall line management responsibility
- b. for the Parliamentary Officer
- c. Provide direction to the Parliamentary Officer through setting priorities and objectives, regularly monitoring against them and providing support to ensure they are achieved
- d. Support the learning and development of the Parliamentary Officer.

4. Public Affairs Coordination Sub-Group management:

- a. With the support of the Parliamentary Officer, manage the meetings and member communications concerning the Public Affairs Coordination Sub-Group.
- b. Develop agenda and send out documents.
- c. Manage member and working group areas on the RenewableUK website.

5. Leading the RenewableUK work on influencing legislation development?

- a. Overall responsibility for any RenewableUK work on legislation.
- b. Drafting a strategy and contact plan at the outset of the Bills.
- c. Identifying where amendments are necessary and responsibility for drafting and tabling these.
- d. Responsibility for briefing notes/voting guides for each stage of the Bills where appropriate
- e. Responsibility for communicating to and working with members on the Bills.

6. Overall responsibility for RenewableUK's contact programme and political events

- a. Monitor engagement with key politicians and officials to ensure that RenewableUK is meeting with them sufficiently frequently.
- b. Oversee RenewableUK political events such as the Parliamentary Reception and our Political Party Conference Programme.
- c. Oversee securing political speakers for RenewableUK's conferences.
- d. Work with Scottish Renewables in Scotland, RenewableUK Cymru in Wales and NIRIG in Northern Ireland regarding contact with Devolved Administrations.

This list of duties is not exhaustive and may be added to from time to time.

WORKING RELATIONSHIPS

Internally

The External Affairs team which is part of the wider External Affairs and Policy function comprises Public Affairs, Communications, and Campaigns. The Head of Public Affairs has frequent contact with colleagues across the External Affairs and Policy function.

Externally

The Head of Public Affairs identifies and establishes good relationships with key stakeholders such as

- Members
- Government
- MPs
- Officials
- Other development sector representatives



Head of Public Affairs Person Specification

CRITERIA REQUIRED FOR THE ROLE: Essential or Desirable

KNOWLEDGE (including qualifications)

Educated to degree level Essential

Qualifications in Politics Desirable

Knowledge of UK law making and political structures? Essential

Understanding of devolved administrations Desirable

EXPERIENCE

Significant relevant experience in a public affairs role, ideally with some experience gained at a similar level Essential

Experience in managing a Bill Essential

Experience in devising and carrying out a public affairs strategy Essential

Experience of staff management Desirable

Responsibility for compiling and managing budgets Desirable

Experience in arranging political events and contact programmes Desirable

SKILLS AND PERSONAL QUALITIES

Able to prioritise workload Essential

Able to work on own initiative and make sound judgements Essential

Able to meet deadlines and targets Essential

Strategic thinking Essential

Works effectively as a member of a team Essential

Professional attitude Essential

OTHER REQUIREMENTS

Willingness to travel – this role will require occasional travel across the UK, particularly during the Party Conference season Essential

Last updated: January 2012