



British
Chambers of
Commerce

**Director of Policy and
Public Affairs**



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HEADLINES

Title: Director of Policy and Public Affairs

Location: British Chambers of Commerce London Office

Reporting to: Co-Executive Directors

Website: www.britishchambers.org.uk



BACKGROUND TO THE BCC

The 53 Accredited Chambers which make up our UK network are trusted champions of businesses, places, and global trade. Together, we represent tens of thousands of businesses of all shapes and sizes, which employ almost six million people across the UK.

We also have a powerful international Network with over 70 British Chambers of Commerce and business groups located in every continent of the world and directly linked to UK-based Chambers of Commerce.

Working together, we help firms of all sizes to achieve more. We believe it's our relationships with others that lead us to achieve goals beyond those we could ever achieve alone. We're the only organisation that helps British businesses to build relationships on every level, in every region and nation of the UK.

Our network exists to support and connect companies, bringing together firms to build new relationships, share best practice, foster new opportunities and provide practical support to help member businesses trade locally, nationally and globally. Because we sit at the heart of local business communities in every part of the UK, we are uniquely placed to help businesses of every size and sector to thrive. This includes the active role Chambers and their members undertake to improve the local business environment and communities in which they work.

The British Chambers of Commerce has been at the forefront of shaping policy thinking and representing our members views through out Brexit and the COVID- 19 pandemic. We are keen to maintain this position on behalf of our members as we move into the recovery and beyond, ensuring that the issues that our members care about remain front and centre.



THE POLICY FUNCTION

This exciting, expanded role provides a critical link between Chamber business communities and policy-makers across Westminster and Whitehall at a historic juncture for the UK. An experienced policy expert, you will provide both speedy reactive and in-depth proactive analysis of a wide range of business challenges across the UK working with an established team of policy experts within the BCC, and with a network of policy leads across the Accredited Chambers of Commerce.

You will have a proven track record of developing credible policy solutions and thought leadership ensuring business can thrive across the UK. As a convenor across the Accredited Chamber Network, you will be able to easily communicate complex policy, research and analysis to a range of audiences in order to increase understanding and deliver change. You will manage a small, high-performing team and work collaboratively with staff across the BCC and the broader network, to deliver a cohesive policy agenda.

Working closely with the Director of Campaigns and broader BCC team, you will set out a clear plan for proactive advocacy agenda which is integrated with other BCC activity. You will ensure that the Chamber Network is involved in shaping policy and plans, and are well-informed about advocacy plans, activities and wins.

With exceptional written and oral communication skills, you will represent the Chamber Network in meetings with officials, ministers and senior stakeholders; in the media; at Select Committees, Network events and more. You will be expert in making evidence-based arguments and securing policy change.

An experienced people manager and leader, you will create the conditions for your team to thrive, supporting their professional development and celebrating their successes.



THE ROLE: KEY RESPONSIBILITIES

- Directs BCC's policy, research and economics functions and coordinates initiatives across 53 accredited Chambers of Commerce in the UK and another 70+ British Chambers and business groups worldwide
- Line manages Head of Research, Head of Economics, 2x Heads of Policy (People and Trade) and Head of Public Affairs
- Supports the development of BCC's high-profile campaigns for positive changes to the UK's business environment
- Ensures policy and public affairs teams work together to set pro-active advocacy agenda
- Leads the planning and delivery of virtual and in-person Chamber policy groups to ensure national policy activity is reflective of local/regional needs
- As a senior manager within the business, contributes to development and delivery of the BCC organisational strategy and annual business plan including setting and reporting on key objectives and performance indicators
- Accountable for Britain's largest private-sector survey of business sentiment, the Quarterly Economic Survey (QES) and complementary annual survey programme
- A lead advocate and spokesperson for BCC across a range of policy issues representing BCC at Chamber events, in the media, parliamentary committees, senior stakeholder and ministerial meetings
- Manages and develops the policy team to conduct reasoned analysis on a wide range of topics as well as acting as lead policy analyst on issues including infrastructure, economic development, local growth and devolution



KEY RESPONSIBILITIES Cont.

- Leads across the BCC team and network to deliver activity within the policy, research and economics functions
- Manage the policy and research budget
- Works with the business development team to deliver on BCC's income targets through creating and delivering policy and research activity alongside corporate partners and identifying and pitching to potential partners
- Ensures the policy team deliver high quality written and oral briefings across the business ahead of stakeholder meetings and events including ability to brief the Director General, President/Chair, other senior leaders on complex issues
- A first point of contact for queries on business policy and casework from the Chamber Network
- Supports the delivery and analysis of internal management information
- Other responsibilities as required, appropriate to the scope of the role

Reporting Relationships

The post holder will report and be line managed by the BCC Co Executive Directors
The postholder will have to work with key individuals from across the organisation and the Chamber Network. It is vital that the individual can work effectively in a matrix environment and provide strong internal customer service.



PERSON SPECIFICATION

This is a high-profile role within the BCC and the UK Chamber network.

Key attributes include:

- Deep understanding of issues facing UK businesses and ability to quickly develop understanding of new policy areas
- Ability to quickly assimilate complex information and provide analysis to inform reactive communications
- Proven management skills of leading and motivating both core and cross organisational project teams and in matrix structures
- Proven ability to influence policy change within local and national government
- Excellent written and verbal communication skills and ability to adapt to different audiences
- An enthusiasm for understanding places and commitment to helping businesses across all geographies, sectors and sizes to thrive
- Experience of effective commissioning skills with a range of external agencies and consultants to ensure high quality reports and analysis are produced in a cost-effective manner.
- Ability to operate in a complex stakeholder environment including developing relationships with a range of stakeholders
- Experience of working with external partners to shape and deliver policy and research projects
- Understanding of parliamentary processes with good cross-party connections with Westminster
- Exceptional written and oral communications skills and ability to adapt style to a range of audiences

PERSON SPECIFICATION Cont.

Desirable:

- Experience working with or in a membership or network environment
- Experience in developing, delivering and leading cross organisational projects or campaigns with policy, communications and commercial goals
- Deep knowledge of issues related to the climate challenge
- Good appreciation for sub-national issues and understanding of devolution
- Understanding of the work of Chambers of Commerce and the Chamber Network

Flexible Working

The BCC encourages applications for Flexible Working for this position.



NEXT STEPS

Ellwood Atfield recruits for organisations that are seeking to influence their external environments.

We are specialist headhunters recruiting within communications, public affairs, corporate affairs, sustainability, public and regulatory policy, and media relations.

Following interviews with Ellwood Atfield successful candidates will be invited for interview with BCC.

We are committed to diversity and proud that, in acting for our clients, we select candidates regardless of race, sex, sexual orientation, disability, religion or belief, being or becoming a transsexual, being pregnant, married or in a civil partnership and age. Please contact Jules Shelley or Alec Zetter for an initial discussion.



Jules is Deputy MD of Ellwood Atfield and leads the permanent recruitment practice, working on Head and Director level search mandates across PR, corporate affairs and public affairs. She works with clients across multiple sectors, having successfully placed communications leaders with London First, Financial Conduct Authority, SES Water, English National Opera, Barclays and Tesco.

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Alec specializes in the recruitment of mid to senior level Public Affairs and Policy professionals across corporates and trade association clients. He has worked in the Public Affairs arena for nine years, most recently in the headhunting sector with a FTSE 250 recruitment company. Prior to that, he worked for the largest network of Public Affairs and Policy professionals in the UK.

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