

## Job Description

Role Title	Policy officer (Northern Ireland)		
Directorate	Chief Executive		
Team	Policy		
Line manager	Head of Policy		
New/ Existing	New		
Perm/ FTC	Permanent	Grade 4	
Job Purpose	To deliver Energy Saving Trust policy engagement as well as providing policy insight to support our work in Northern Ireland.		
Resource Management Responsibilities	Budget/ Equipment Accountabilities	People (staff) Accountability	Contractor Accountability
	No	No	No
Organisational Context	The policy team sits within the Chief Executive department and works to influence UK Governments to develop a positive and effective policy framework for sustainable energy.		
Critical Accountabilities	<p><b>This role will:</b></p> <ul style="list-style-type: none"> <li>Identify and build relationships with key policy stakeholders (inclusive of political stakeholders) in Northern Ireland.</li> <li>Maintain up to date knowledge of policy developments in Northern Ireland.</li> <li>Provide internal and external briefings on Northern Irish policy developments.</li> <li>Produce responses to consultations issued by the Northern Irish Executive.</li> <li>Undertake a variety of ad hoc activities as required to support overall policy team objectives.</li> </ul>		
Knowledge, skills, and qualifications required.	<p><b>Knowledge, skills and experience:</b></p> <ul style="list-style-type: none"> <li>Understanding of environment and energy issues, specifically in buildings and/or transport gained through work experience in a policy related role or in an academic (PhD or early career academic researchers) context.</li> <li>Understanding of the political and energy landscape of Northern Ireland.</li> <li>Demonstrable evidence of professional relationship building.</li> <li>Excellent written communication.</li> <li>Experience of creating engaging written communications (eg blogs, speeches, papers, presentations) that can effectively convey information on complex issues to a wide variety of audiences.</li> <li>Experience in working on research projects.</li> <li>Have good organisational skills including ability to work to deadlines and prioritise your work.</li> <li>Ability to use own initiative and know when to refer issues up to a more senior level.</li> </ul>		
Additional information	<ul style="list-style-type: none"> <li>Willingness to travel within UK</li> </ul>		