

Job Description

Role Title	Policy Officer (Scotland)		
Directorate	Policy		
Line manager	Head of Policy		
New/ Existing	New		
Perm/ FTC	Fixed term contract	Grade 4	
Job Purpose	To develop and advocate Energy Saving Trust policies relating to Scotland with a key focus on decarbonising heat and energy efficiency.		
Resource Management Responsibilities	Budget/ Equipment Accountabilities Nil	People (staff) Accountability Nil	Contractor Accountability Nil
Critical Accountabilities	<p>This role will:</p> <ul style="list-style-type: none"> ▪ Develop and advocate Energy Saving Trust policies relating to Scottish Government policy including producing responses to consultations including UK policy consultations that are relevant to Scotland, and relevant UK water consultations (infrequently). ▪ Maintain relationships with key policy stakeholders in Scotland, representing Energy Saving Trust at external events and meetings. ▪ Maintain up to date knowledge of policy developments relating to Scotland and where policies are reserved policy developments relating to the UK. ▪ Help to deliver the secretariat for the Scottish Parliament’s Cross-Party Group on Renewable Energy and Energy Efficiency ▪ Update and publish the report on programmes that Energy Saving Trust deliver for Scottish Government ▪ Work collaboratively across Energy Saving Trust to use our expertise and experience for maximum impact. ▪ Support to senior colleagues including briefings, presentations and speaking notes on Scottish Government policy developments. ▪ Undertake a variety of ad hoc activities as required to support overall policy team objectives. 		
Knowledge, skills, and qualifications required.	<p>Must have:</p> <ul style="list-style-type: none"> ▪ Understanding of environment and energy issues at a political and a policy level, ideally including Scottish policy context and/or including heat or buildings issues, gained through work experience in a policy related role or in an academic context. ▪ Ability to build and maintain professional relationships (externally and internally), with a view to working collaboratively with, and effectively managing stakeholders. ▪ Experience of developing and advocating policy and being able to use evidence to influence senior decision makers. 		

energy saving trust

	<ul style="list-style-type: none">▪ Excellent writing skills to write/draft policy key messaging for external publications (e.g. policy reports, briefing, consultation responses) clearly conveying information on complex issues to diverse audiences.▪ Strong organisational skills, with the ability to multi-task and prioritise workload, use own initiative and know when to refer issues up to a more senior level.▪ Strong interpersonal skills, good presentation skills with a self-starter attitude.
Additional information	<ul style="list-style-type: none">▪ Willingness to travel within UK▪ Experience of wider energy issues (such as renewable energy, fuel poverty) or transport issues is desirable.