

Job title	Interim Head of Policy and External Affairs
Reports to	Chief Executive Officer
Direct Reports	Senior Policy and Public Affairs Executive x 2 Policy Officer
Location	Remote with travel throughout England, Wales and Northern Ireland. Travel will include meetings, events, conferences, regional work, governance and management activities.
Salary	Up to £70,000

## Background

The Chartered Institute of Environmental Health (“CIEH”) is the professional membership, awarding body and public voice for environmental health. We set and raise standards to improve public health, supporting our members and influencing policy.

Our goal is simple: to enable safer, cleaner, and healthier environments for the benefit of people, business and local communities. To do this we develop recommendations for policy makers, set and enforce practice standards, and offer professional support to our members through a range of corporate training, topical events and workshops. In addition, we promote 15Hatfields one of London’s most sustainable conference and events venues.

CIEH is governed by a Board of Trustees that is supported by committees including the Membership, Learning and the Profession Advisory Group that advises the Board and the management team in respect of policy. Governance post holders include Trustees and members of our governance committees.

CIEH Policy work is informed by our Policy Advisory Panels.

Key Relationships: Governance post holders (Board of Trustees, Membership, Learning and the Professional Advisory Group members), CEO, CIEH Members, Policy Advisory Panels, ACEHO, EH NI, EH Wales, Local Government Associations across the three nations, other relevant partner organisations, relevant government Ministers, senior civil servants in England, Wales and Northern Ireland, other external stakeholders.

## Role Purpose:

- To manage and drive CIEH’s policy and external affairs activity. Support the development of evidence-based policies and influence relevant stakeholders to

achieve successful outcomes for environmental health. Support championing CIEH as the trusted go to authority for policy decision makers and the media on all environmental health matters.

- To lead, support and develop an effective Policy team, ensuring that the structure is appropriate to support the activities and is sustainable for the future
- To design and implement internal policies, procedures, systems and processes for CIEH's policy and external affairs activity

## **Responsibilities and Duties:**

### **Strategy**

- Support the development and delivery of the policy and external affairs strategy and supporting delivery of the wider CIEH strategy.
- Support development, management and reporting of activity and key performance indicators.

### **Policy and external affairs**

- Support wider CIEH effort in advocating for the profession and professionalism
- Co-ordinate the development of a trained portfolio of members and spokespeople that can contribute to policy and external affairs
- Support the Director to prioritise the teams' activities to maximise impact of CIEH resources
- Design, implement and co-ordinate policy development systems and processes to ensure delivery of evidence-based policies incorporating relevant input from members via the advisory panels or other appropriate mechanism
- Ensure all policy and advocacy work follows CIEH core principles, including the protection of public health
- Support development of and implement approaches that give the highest chance of successful outcomes across England, Wales and Northern Ireland in policy, guidance and legislation
- Co-ordinate analysis and responses to policy developments from the UK Government in Westminster, and the devolved Parliament in Wales and Stormont Executive in Northern Ireland, as well as from other relevant public bodies
- Ensure that CIEH's approach to policy and external affairs across the three nations is consistent, but is also sensitive to different contexts
- Co-ordinate timely and appropriate policy input to all other areas of CIEH, including events and conferencing, marketing & communications
- Support development of opportunities to progress and promote CIEH's thought leadership and lead on implementation
- Lead on co-ordination and delivery of policy and influencing events including in Parliaments and at party conferences
- Play significant role to develop key relationships with relevant politicians and officials as well as sector partners and coalitions
- Support co-ordination of CIEH's President and Vice Presidents themes and activities

- Attend meetings and events to promote CIEH and the organisation's wider goals.

## **Communications and Brand management**

Support the Director, CEO and Marketing & Communications team in:

- Promoting CIEH brand growth in England, Wales and Northern Ireland and, where appropriate, abroad
- Working with the Marketing & Communications team on relevant communication planning and delivery
- Reviewing press releases to ensure a consistent policy message
- Enhancing CIEH's policy and political presence online and promoting member and stakeholder engagement.
- Ensuring information from the policy team is current on CIEH website in conjunction with team members.

## **Research**

- Support delivery of relevant research work

## **Partnership**

- Support CIEH work to ensure cooperation and collaboration with other organisations where our priorities align, including leading or taking part in coalitions, alliances, and similar.

## **Management**

- Responsible for identifying, reporting and managing operational risk and supporting with strategic risk management
- Develop and implement processes to ensure compliance with reporting requirements to meet government, statutory and management obligations
- Build relationships with colleagues in key internal teams and promote open and collaborative working.
- Ensure that the structure of the team is effective and appropriate to support the activities and is sustainable for the future
- Lead the Policy & External Affairs team, providing line management to all direct reports
- Set clear team priorities and individual objectives in line with CIEH's strategic plan and Policy and Campaigns plan.
- Work with the Executive Director of Environmental Health to support career and personal development of all team members.
- Promote CIEH values and behaviours across the team.
- Lead the development and implementation of the departmental plan, setting clear and challenging team objectives
- Manage, plan, and report on, CIEH's Policy & External Affairs budget, prioritising and justifying expenditure against organisational objectives.
- Manage stakeholders with other teams as appropriate

## **Other**

- To act responsibly with data held by CIEH that you may have access to as part of your role, adhering to the provided guidelines and policies and reporting any concerns or possible breaches to CIEH's Data Compliance Officer

Undertake such other reasonable duties as the Director or Chief Executive may require in accordance with the jobholder's position and status

## **Person Specification:**

### **Experience and qualifications**

- Degree level education, or higher, in a political or external affairs discipline or Environmental Health related subject
- Significant, demonstrable experience of leading policy and external affairs teams within an organisation with significant policy and campaigning activities

Extensive experience of

- Working within a membership organisation
- Stakeholder management, both internal and external
- Establishing and developing strong teams and leading through change
- Line-managing and developing colleagues
- Good project management skills with a proven ability to deliver projects on time, of expected quality and within budgetary constraints
- Managing external partners and agencies

### **Knowledge, skills and personal qualities**

- A strong understanding of politics across the three nations, and demonstrable experience of influencing across the political landscape
- Experience of working with a range of policy areas and issues
- An understanding of strategic delivery planning, and a track record of successful project-management
- An understanding of and commitment to delivering with and through the membership
- Ability to define and set challenging but achievable objectives
- Outstanding verbal and written communications skills, with the ability to influence and advocate for change both internally and externally
- The ability to manage and drive change across an organisation; motivating and ensuring buy-in from colleagues
- Strong networking, influencing, relationship building and relationship management skills
- The confidence and personal authority to deal at senior level with external organisations, agencies, the media, and political contacts
- Excellent organisation and planning skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines
- Proven skills in risk and reputation management, budget setting and team management

- A pro-active and creative approach to policy and campaigning work, with an ability to identify and exploit external opportunities
- Tact and diplomacy when dealing with sensitive and confidential issues
- Energy, drive, and determination
- A commitment to understanding and promoting issues relating to environmental health and advocating on behalf of the profession
- Good networks with relevant audiences

CIEH is an equal opportunities employer