

<b>Job title:</b>	Policy Advisor
<b>Department/Division</b>	Policy
<b>Responsible to:</b>	Head of Policy
<b>Responsible for:</b>	n/a
<b>Salary:</b>	£25,000-£27,000
<b>Main purpose of job:</b>	
To support the Head of Policy in the delivery of policy and research projects, including the delivery of Insight and Intelligence services activity.	
<b>Key result areas:</b>	
<p>The main duties and responsibilities of the role are:</p> <ul style="list-style-type: none"> <li>• To lead analysis and delivery of the GBCC's Quarterly Business Report and the West Midlands Quarterly Economic Snapshot.</li> <li>• To lead delivery of the GBCC's Quarterly Business Report briefing events.</li> <li>• To take ownership of research projects, leading delivery of bespoke, end-to-end market research projects for public and private sector organisations, using a range of qualitative and quantitative research methods.</li> <li>• To work with the Head of Policy to propose, develop and pitch for new business in a bid to secure commercial research contracts commissioned by third parties (in line with the Chamber's Articles of Association and values).</li> <li>• To present and showcase GBCC research internally, with Chamber Council and Chamber Committees, and externally.</li> <li>• To work with the Head of Policy on the delivery of the annual Birmingham Economic Review.</li> </ul>	
<b>Other:</b>	
<p><b>Health and Safety</b> To comply with the Health and Safety at Work etc. Act 1974 and to take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.</p> <p><b>Equality and Diversity</b> To always carry out their responsibilities in line with Equal Opportunities Policy and Procedure.</p> <p><b>Confidentiality</b> To maintain confidentiality of information relating to clients, staff, and other users of the services in accordance with the Data Protection Act 2018 and GDPR regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/ or prosecution.</p> <p><b>General</b> This job description is not intended to be exhaustive. You may be required to perform any other duties as the organisation may require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the employer's organisation and interests.</p>	

**Conditions**

All offers of employment are conditional on you demonstrating your eligibility to work in the UK. Offers are also conditional on receipt of a minimum of two satisfactory references, covering at least the last three years on employment, with any gaps in employment history being explained satisfactorily. Whether references are deemed satisfactory is at the discretion of the organisation.

**Knowledge, skills & experience (person specification)**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	<ul style="list-style-type: none"><li>- GCSEs at grade 9 to 4/A* to C in English and Maths</li><li>- Educated to degree level (or equivalent)</li></ul>	-
<b>Knowledge required</b>	-	-
<b>Experience required</b>	<ul style="list-style-type: none"><li>- Experience supporting the delivery of quantitative and qualitative research.</li></ul>	
<b>Skills and aptitude required</b>	<ul style="list-style-type: none"><li>- Strong IT skills across MS Word and PowerPoint</li><li>- Excellent Excel skills</li><li>- Strong writing skills</li></ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>- Enthusiastic</li><li>- Inquisitive</li><li>- Strong attention to detail</li><li>- Able to pick up and get to grips with new areas of Policy quickly</li></ul>	
<b>Practical circumstances</b>	-	-

**Please note that all applicants must have the right to work in the UK. A full UK driving license is essential.**

**Declaration:****Completed by:**

Manager name:			
Signature:		Date:	

Staff member name:			
Signature:		Date:	