

## Director of Policy and Public Affairs

<b>Reporting to</b>	Chief Executive
<b>Contract</b>	Full time, permanent (Job-share considered)
<b>Salary</b>	£52,590 – £59,585 per annum
<b>Benefits</b>	37 days annual leave plus 8 public holidays and up to 5 discretionary days, access to a defined benefit pension scheme (LGPS option), flexible working options, salary sacrifice schemes such as childcare vouchers, free car parking
<b>Location</b>	A combination of home-based and office working (Tongwynlais, Cardiff)
<b>Hours</b>	37 hours per week

## Main Purpose of Role

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To lead on the development of key policy and public affairs objectives and communications on behalf of Colegau Cymru and influence key decision makers, external stakeholders and audiences including those within the Welsh Government, political parties, trade unions and the media.

To lead the Policy and Communications Team to produce strong policy analysis and effective communications, developing policies and strategies in keeping with the charitable aims and objectives of the organisation.

To contribute to the overall Senior Management Team of Colegau Cymru.

## Main Duties

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- Lead on the development of public policy to support and enhance the provision of post-compulsory education and training in Wales.
- Manage resources and processes that enable Colegau Cymru to support the development of an FE workforce that is fit for the future, the FE sector's negotiations with relevant FE trade unions, and social partnerships in the FE sector.
- Ensure Colegau Cymru communications are effective across a range of internal and external audiences.
- Consult with members and the wider public policy community on an ongoing basis on policy issues.
- Gather intelligence on matters relating to the development of relevant public policy in Wales, the UK and abroad.

- Ensure responses to relevant consultation papers from Welsh Government, Senedd Cymru and other organisations are submitted.
- Provide evidence and presentations to committees of enquiry and scrutiny committees as directed by the Chief Executive.
- Prepare policy briefings for members as required.
- Develop appropriate communication strategies for the organisation's work in conjunction with relevant staff.
- Draft articles for both internal and external publications and lead on the production of policy manifestos, research reports and other publications as required.
- Convene and co-ordinate any relevant organisational subgroups and committees as required.
- Manage the work of the Policy and Communications Team, other staff and contractors as required.
- Attend as required the meetings of the Welsh Negotiation Committee for Further Education (WNCFE) and any relevant subgroups.

## Senior Management Team Responsibilities

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- Contribute to the organisation's overall effective management and governance via participation in senior management meetings etc.
- Agree annual performance management objectives with the Chief Executive in line with the ColegauCymru strategy and operational plan.
- Contribute to the Corporate Plan and annual operational planning and manage the work of the Policy and Communications Team agreeing annual KPIs and review progress and implementation regularly.
- Take on other reasonable tasks as directed by the Chief Executive.

## Key Relationships

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- The post holder will need to form effective and co-operative working relationships with colleges and other stakeholders.
- The post holder will also be expected to maintain and build relations with Senedd Members, Welsh Government officials, its agencies, sponsors and partners. Work with national organisations that have a role in the provision of higher education and work-based learning and with the relevant trade unions.
- The post holder is expected to be proactive in his/her own continuous professional development (CPD) and to demonstrate a flexible approach as set out in the terms and conditions of service.

*Note: This Job Description is accurate as at the date shown below. In consultation with the post holder, it may be varied to reflect changes in the job.*

**24 June 2022**

## Person Specification

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The knowledge, skills and experience ColegauCymru is seeking to recruit are summarised below.

<b>Essential Criteria</b>
A degree or professional level qualification or relevant work experience
Detailed knowledge of the political environment in Wales and how to influence the political agenda
Experience of working at a senior level in influencing policy and practice
Senior level experience and a proven track record of building alliances and working with stakeholders to influence positive change
Excellent written and verbal communication skills with the ability to tailor style and approach to suit a variety of audiences and purposes
Strong research and analysis skills, including the ability to assimilate large amounts of new information quickly and present this in an accessible way
Experience of developing evidence-based policy positions and identifying policy recommendations
Experience of managing and leading an effective, high performing team
Excellent interpersonal skills and the ability to manage competing points of view
Strategic thinking and the ability to proactively identify opportunities for impact
Ability to work independently as well as part of a team
Financial management and ability to manage budgets, including for specific projects
<b>Desirable Criteria</b>
Knowledge of the post compulsory education sector
Welsh language skills
Excellent presentation skills

## Other Requirements

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In addition, the postholder will be expected to work flexibly in accordance with work requirements including travel and occasional evening and weekend work. They will show an active commitment to valuing diversity and equality and always recognise and uphold confidentiality.

## Welsh Language Skills

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All employees must comply with the requirements of the organisation's Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public.

The following list of language requirements represents an objective assessment of the Welsh language skills required to undertake the duties of this post. ColegauCymru welcomes applications in Welsh and English.

Welsh Language Requirements	
Welsh language skills	Desirable
Reading	An understanding of work-related material
Speaking	Can speak a moderate level of Welsh
Understanding	Can understand some work-related conversations
Writing	Can answer simple emails or queries