

## ROLE PROFILE

Role:	<b>Policy &amp; Public Affairs Manager</b>
Job Level:	<b>5</b>
Reports To:	Head of Policy & External Affairs
Role Profile dated	February 2026

**This role profile consists of two sections:**

1. The **Job Specification** sets out the purpose, business outcomes and key responsibilities.
2. The **Person Specification** sets out the qualifications, experience and behaviour expectations.

### **Job Specification**

#### **Role Purpose:**

To contribute to the delivery of ECITB’s strategy by providing policy analysis, insight and influence, across the spectrum of skills and industrial policy relevant to engineering construction, in order to frame our approach to government and industry stakeholders. Being a trusted advisor internally and externally, acting as a credible voice to government and as a visible policy ambassador for the engineering construction sector, demonstrating the value of ECITB’s levy-funded activities.

#### **Business Outcomes:**

To be successful in this role the post holder must:

- Position ECITB as a strategic policy authority on engineering construction skills, workforce readiness, and energy transition delivery across Westminster and the Devolved Administrations.
- Translate industrial and skills policy into actionable intelligence that directly supports employers’ workforce planning, programme delivery, and skills investment decisions.
- Develop effective partnerships with stakeholders, including governments, local authorities, education providers and sector bodies, and demonstrate clear value proposition from ECITB’s policy and research activity.

#### **Key Responsibilities:**

- Provide analysis and policy advice on government policy initiatives as they relate to the engineering construction industry and the ECITB.
- Lead the drafting of ECITB’s responses to government consultations, position papers, calls for evidence, and reviews, ensuring submissions on a wide range of skills policy issues are evidence-led, strategically positioned, and influential.
- Identify and advise on ECITB policy, policy risk and opportunities for the ECITB.
- Plan, develop and execute early engagement strategies with policy stakeholders and influencers in other relevant organisations. This will include parliamentarians, civil servants,

including policy officials, analysts, policy and public affairs experts in industry, and the ECITB's sponsorship team in DWP.

- Represent ECITB and its policy positions in external meetings and events with Government officials and a variety of other stakeholders.
- Work with relevant colleagues from other teams to develop ECITB responses to skills or industrial government policy that effectively represent and support the engineering construction industry. Maintain an active view of strategic initiatives and business plan progress across ECITB in order to inform those responses.
- Produce clear, prioritised policy workplans aligned to government timetables, industry delivery milestones, and ECITB's strategic objectives, ensuring policy activity is purposeful and outcome focused.
- Provide tailored reporting and briefings for the Head of Policy & External Affairs, members of the ECITB Board and Senior Leadership Team and other internal stakeholders. This includes providing advice on policy matters, identifying their implications for the ECITB and engineering construction industry and contributing to the development of ECITB strategy and business plan.
- Leverage relationships to secure high profile speaking and engagement opportunities for ECITB on Government and Political Platforms.
- Demonstrate and communicate the importance and value of ECITB's policy and research work internally and externally and establish suitable engagement mechanisms to regularly engage ECI employers on skills and energy transition related policy activity.
- Deputise for the Head of Policy & External Affairs when required.
- The post holder will work closely with other members of the Strategy & Policy team to support public affairs/communication activities; the Regional Operations team to acquire and disseminate policy and research findings; and the Products team to support the development of ECITB's services and grant programmes in line with emerging policy and LMI.

### **Role Parameters:**

Home-based with travel to different UK locations. This includes flexibility to attend meetings with government officials and other policy stakeholders.

## **Person Specification**

### **Experience & Qualifications**

- Degree level (level 5) in a relevant subject (economics, politics/public policy or humanities).
- Strong understanding of public policy and experience of working with local or national government.
- A good understanding of the UK political system and policy-making processes.
- Experience of policy analysis and evidence-based policy development in the areas of skills and education policy, industrial policy and/or wider labour market issues.
- Excellent research, analytical and problem solving skills with proven ability to interpret both qualitative and quantitative data.
- Project management of non-technical projects with demonstrable ability to manage stakeholders.

- Excellent writing skills, with the ability to provide tailored communications from analytical reports to succinct policy briefings.
- Proven ability in knowledge/use of PC systems, strong Excel and data analysis skills.
- An interest in engineering and the engineering construction industry.
- Ability to anticipate longer-term changes, threats and opportunities for the ECI and ECITB, identifying and evaluating risk effectively.