

## JOB DESCRIPTION: SKILLS AND POLICY LEAD

<b>Job Title:</b>	Skills and Policy Lead
<b>Department:</b>	Business Representation and Policy
<b>Accountable to:</b>	Head of Business Representation and Policy (BRP)
<b>Responsible for:</b>	Leading on both the Local Skills Improvement Plan (LSIP) and the Thames Valley Chamber's Policy department.
<b>Liaises with:</b>	All other Thames Valley Chamber of Commerce (TVCC) departments. All external suppliers, members, and non-members of TVCC, LSIP Partners, Key shareholders (academic, business and UK Government)

### Job Summary:

A public facing role split over two major components. The focus has been placed on effective key account and project management.

- Thames Valley Chamber of Commerce are the Employee Representative Body (ERB) for the Department for Education (DfE) funded Local Skills Improvement Plans (LSIPs) covering Berkshire and Oxfordshire. In this role you will help take the LSIPs forward throughout their next stage of the project.
- The second component is to support the Head of Business Representation and Policy (BRP) in developing the Policy department. Responding to consultations and lobbying, delivering on key Thames Valley Chamber events, Parliamentary engagement, sector working groups and promoting the Thames Valley area in the UK and internationally.

### Key Responsibilities:

- Work alongside our external LSIP consultants to deliver the next stage of the LSIPs in accordance with the agreed programme priorities/actions.
- Lead on the coordination, delivery, and management of the Workforce Development Partnership (WDP)
- Shape the future direction, and identify the opportunities, to build the Thames Valley Skills Unit (TVSU) programme of work.
- Line management for TVCC LSIP Team.
- Deliver the timely priorities of the policy team.
- Deliver, manage, and develop the programme of policy work.
- Identify and develop opportunities to increase the effective engagement with existing, and prospective new, Chamber members through our policy work. Supporting membership growth across Lead and Business Alliance tiers.
- Monitor and anticipate opportunities for the Chamber to influence and shape any evolving regional structures, national policy frameworks and political engagement to best position the Chamber of Commerce, and Thames Valley region.
- Maintain good relations and engage with a wide range of stakeholders in academia, politicians, government, and commercial partners.
- To work closely with other internal Chamber departments, and selected Chambers affiliated with the British Chambers of Commerce.
- To maximise the commercial opportunities associated with the key job responsibilities (inc. sponsorship, increased membership, externally funded projects work).

## Person Specification

- Ability to work to tight deadlines and work effectively under pressure.
- Excellent attention to detail.
- Fluent in both written & spoken English.
- Excellent collaborator, with ability to multi-task & work independently under own initiative
- Capability of making, developing, and sustaining effective partner relationships
- Commercial aptitude.
- Effective project management, presentation, and report-writing skills; effective use of Microsoft Office suite
- Excellent leadership and management skills.
- Have an acute political antenna.
- Practical knowledge and experience of successfully delivering similar programmes and work areas.
- Problem solving and solution orientated.
- Proven ability to prioritise, ability to analyse and interpret complex issues.
- Strong education and/or policy background and knowledge (desirable)