

## JOB DESCRIPTION: Policy and Skills Manager

<b>Job Title:</b>	Policy and Skills Manager
<b>Department:</b>	Business Representation and Policy (BRP)
<b>Responsible to:</b>	Head of Business Representation and Policy
<b>Responsible for:</b>	LSIP Co-ordinator and LSIP Engagement Officer
<b>Internal Liaison:</b>	All other Chamber Departments
<b>External Liaison:</b>	LSIP partners, and all relevant key stakeholders Further/Higher education, business and local government); Chamber membership; British Chamber of Commerce.

### Job Summary:

The Policy and Skills Manager supports a wide-ranging and impactful, policy programme, representing the needs of our members and wider business community of the Thames Valley region. This a dynamic role reports to the Head of the Business Representation and Policy Department, and engages local MPs, central and local government, further and higher education organisations and our members.

In line with the policy priorities set out in the Chamber's annual Business Manifesto, you will be working to enhance our position as the region's leading, business-led, organisation shaping the future policy and skills direction of the Thames Valley region.

The Policy & Skills Manager has oversight and responsibility for the Chambers inhouse Local Skills Improvement (LSIP) activity, working closely with appointed external consultants to fulfil our role as the employee representative body (ERB) for activity covering Berkshire and Oxfordshire. This activity is part of the Chambers "Thames Valley Skills Unit" (TVSU) and informs the wider work of our role as the voice of business.

### Key Responsibilities:

- To develop, manage and deliver a programme of policy work, including [consultations](#), key events, [parliamentary engagement](#), [sector working groups](#) and other project work.
- To identify and develop opportunities that increase impactful engagement with the Chambers higher tiers of membership.
- Line management responsibility for the (LSIP) employer engagement officer, and (LSIP) co-ordinator.
- To work with our external LSIP consultant team to help manage and deliver the LSIP Project.
- To lead the coordination, delivery, and management of the Workforce Development Partnerships.
- To help shape the future direction and identify opportunities that builds the Thames Valley Skills Unit programme of work.
- To attend and where required, lead on policy related events and activities

### Person Specification:

- Organised and adaptable, experience of working to tight deadlines and prioritisation.
- Capability of making, developing, and sustaining effective partner relationships
- Effective project management, presentation, and report-writing skills; effective use of relevant IT systems.
- Proven management skills and track record working effectively in small teams.
- Practical knowledge and experience of successfully delivering similar programmes and work areas.
- Self-motivated, ability to work independently
- Degree or equivalent level education (desirable)
- Policy / Education background and knowledge (desirable)