

## JOB DESCRIPTION

**Job Title:** EIC Environmental Policy Advisor

**Reports to:** Head of Policy

**Salary:** 32,000

**Potions:** Permanent full time

**Location:** Homebased with the requirement of UK travel

### ABOUT US

At EIC, our vision is for a comprehensive framework that incentivises businesses to prioritize sustainability, encompassing political, economic, and commercial aspects. We believe this will enable environmental businesses to grow, create jobs, drive innovation, and improve quality of life, resulting in a better world for all.

We promote the interests of those who deliver the services and technology in the environmental business sector. We do this by bringing members together to share knowledge, experience, and insight. This shapes our tangible business support, as well as our proactive engagement with policymakers across the UK.

### SUMMARY OF ROLE

As our **Environmental Policy Advisor**, you will lead the support the Policy Team provides to the EIC Taskforces, and work to advocate to government on behalf of our members. In this role, you will lead work to ensure these groups define positions for industry, influence policy direction, and produce high-standard outputs.

### RESPONSIBILITIES

**General:**

- To be responsible for the policy intelligence, research, and advocacy work for identified area/s of EICs policy work, in coordination with the specific EIC Taskforces (Nature, Air Quality, Water, Waste and Resources).
- Support the Head of Policy and other team members in the management of EIC's Taskforces and in developing and implementing policy and advocacy proposals relevant to the specific work areas agreed together with EIC members.

- To monitor relevant legislation, policies, measures, projects, and studies, relevant to the designated policy area/s and produce policy briefings and analytical reports in consultation with the relevant EIC Taskforces.

#### **Advocacy:**

- To develop and implement advocacy strategies towards the most relevant UK institutions and other actors for political change on key issues
- To draft position papers/articles/op-eds/letters/reports
- To contribute to EIC campaigns, ensuring they are built around solid policy analysis.
- Working with the Head of Policy to build relationships with key institutions and strategic stakeholders, attending external meetings, collecting intelligence, and building alliances relevant to the different policy areas.
- To support the Head of Policy and others when they are representing EIC in key events.

#### **Other tasks:**

- Liaise with EIC members and facilitate their active engagement in the policy and advocacy work.
- Support the voice and participation of EIC members in all aspects of our work.
- Contribute to EIC external communication, by writing articles for the website, newsletters etc.
- Develop and foster effective relationships and work collaboratively with colleagues across EIC, including its members and other external stakeholders/networks as required.
- Maintain the highest standards of accuracy in your own work.
- Support the Head of Policy on other policy-related issues, as required.

### **PERSON SPECIFICATION**

- Educated to a degree level or equivalent experience.
- Excellent attention to detail. Excellent analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information.
- Experience of working in a membership organisation or similar with advocacy responsibilities.
- Strong understanding and knowledge of environmental policy in the UK, including the Environment Act, and other relevant government plans relevant to the environment.
- Strong interpersonal skills, builds relationships across an organisation and with a range of stakeholders.

- Exceptional communication skills, including good written and spoken English.
- Ability to produce interesting and reader friendly documentation.
- A high level of proficiency in ICT in order to locate, analyse and present information effectively, particularly using Word and Excel.
- Continually seeks to maintain own professional knowledge through a willingness to learn and develop.

## KEY COMPETENCIES

**Setting Direction** – Gather information from a range of relevant sources inside and outside the team to inform own work. Frequently seeking the opportunity to partake in debate and problem solve. Acting with an unbiased ‘think member first’ approach always. ‘Maintain the highest standards of accuracy and impartiality in your own work

**Engaging People** – Works collaboratively and is a team player, building supportive, trusting, and professional relationships. Proactively contribute to the work of the whole team. Communication style is inclusive and engaging and puts forward views in a clear and constructive manner. Based on evidence

**Delivering Results** – Focuses on delivering timely objectives with energy. Works in a way that is commercially sound and mindset of one which seeks to consistently add value. Works in an organised manner using own knowledge and expertise, and drawing on other skills, to deliver on time and to standard.