

WEST & NORTH YORKSHIRE CHAMBER OF COMMERCE

JOB DESCRIPTION

Job Title:	Head of Business Representation & Policy
Position in Organisation	<p>Based at: Carlton Tower, Leeds, with travel to other WNY Chamber offices as and when required.</p> <p>Reporting to: Chief Executive</p> <p>Supervisory responsibilities: 2 Policy & Representation Executives</p> <p>Indirectly supervises: 2 part-time administration staff in relation to Policy & Representation support</p>
Responsible for:	<p>(Note: In addition to these functions employees are required to carry out such other duties as may reasonably be required)</p> <p>To Lead the policy & representative team to provide a voice for business through delivery of high quality representation and policy formulation support. To ensure that Chamber policy, activity and members' views are appropriately collected and represented to decision makers, the media and members themselves. Where appropriate, to reflect the policy views of British Chambers of Commerce (BCC) with the policies determined by the Bradford, Leeds, York and North Yorkshire Chambers taking precedence.</p>
Duties:	<ol style="list-style-type: none"> 1. To Lead the team To research and formulate policy relating to issues which affect the Chamber and its members. To prepare appropriate briefings for the Chamber representatives and ensure response to external consultations are shared with all relevant stakeholders and colleagues. 2. To service and support the Chamber's policy committees. Sourcing and securing member groups and at meetings. Providing information and reports, for these representatives and ensuring the documentation of feedback. 3. To support the three Presidents, Chair and Chief Executive of the Chamber in relation to representation and media matters. 4. Working collaboratively with Marketing and Communications team to undertake media related and

	<p>promotional duties including writing press releases, briefing notes and articles. Co-ordinating and editing material for Chamber publications. Handling requests for information relating to policy and representation. Maintenance of an enquiries log, media log and a list of spokespeople for specific sectors and topics.</p> <ol style="list-style-type: none"> 5. Maintenance of customer records, meeting notes, sales activities and the company's computerised client management system, Salesforce, in an accurate and timely manner, are all major requirements, along with the effective use of the Chamber's accounts management system and its purchase order process. 6. The administration and analysis of the Quarterly Economic Survey and of other regular and ad hoc surveys and consultations in all 3 geographical areas. 7. Establish and maintain an excellent relationship with the media, to ensure that a high level of exposure is achieved for West & North Yorkshire Chamber of Commerce and its members, working with Policy and Marketing Colleagues. 8. Liaise closely with the British Chambers of Commerce and other Chambers of Commerce on common policy issues, so that consistent messages are released within the Chamber network. 9. Deal with complex issues, including in particular the regularly framework and the burden this places upon businesses, ensuring those are clearly understood and interpreted, so that appropriate messages can be communicated. 10. Promote the voice of the three Presidents, Chair and Chief Executive and West & North Yorkshire Chamber of Commerce and Chamber members. Providing briefing notes and preparing speeches where necessary. 11. Ensure that press releases reflect West & North Yorkshire Chamber's policies. 12. Close liaison with the three Presidents, Chair and Chief Executive is essential 13. Effectively collaborate working with internal departments and colleagues, especially Sales and Marketing teams. 14. As policy budget holder, achieve or exceed all agreed financial and other output targets, reporting monthly on performance. 15. Maintain successful relationships with the Chamber's Committees, the British Chambers of Commerce, West &
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	<p>North Yorkshire Chamber members and relevant external contacts. contacts.</p> <p>16. Liaise regularly with the local authorities, Combined Authority, two Local Enterprise Partnership and North Yorkshire County Council. Maintain a good working relationship with the Bank of England Agent and Deputy Agent for Yorkshire & the Humber.</p> <p>17. Liaise with colleges, universities and other training providers in West and North Yorkshire.</p> <p>18. Seek commercial opportunities e.g. bidding for funded research activity, for sponsorship for surveys and related events.</p> <p>19. Lead on the delivery of the Chamber Academy and on work with the manufacturing sector e.g. developing the West & North Yorkshire Manufacturing Alliance, educational links and content for newsletters.</p> <p>20. Any other duties as may reasonably be required.</p>
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PERSONNEL SPECIFICATION

Attribute	Essential	Desirable
Educational Qualifications	Professionally qualified in a business or related discipline Qualified to degree level or HE equivalent	Degree in Economics, and or business studies or politics
Experience	Previous experience within a policy role Dealing with the media Previous worked in an autonomous role Staff Supervisory experience of managing a team to achieve their targets	
Communication Skills	Ability to obtain, analyse and present complex information Good communication skills, including high standard of written English, good interpersonal skills IT Skills – use of MS Office. updating customer database and using spreadsheets Chair and host meetings	Present complex statistical data and information in a user friendly way. Ability to speak knowledgeably and persuasively to variety of audiences
Practical & Intellectual Skills	Knowledge of the key issues facing businesses, together with an understanding of the workings of central and local Government	Knowledge of the Leeds City Region
Disposition & Attitude	Must be hard working and adaptable to the needs of the organisation Must be able to work unsupervised Friendly, approachable, supportive team player Attention to detail important	Ability to schedule own workload Ability to empathise with a range of personalities, working styles and cultures.
Special Knowledge	An understanding of both the public and private sector business support network.	Knowledge of Local Authorities within the West & North Yorkshire areas

Physical or Sensory	Able to work out of office hours to attend meetings Car owner with clean driving licence. Smart professional appearance and business-like attire.	
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