

JOB PURPOSE

You will contribute to the Association's public policy work in a key area identified by the Director of Policy & Advocacy. Your work will promote a sustainable, long-term operating environment for members, and influence the shape the direction of government and regulatory policy so that everyone has a better income in retirement. You will help maintain the Association's standing as a strong voice in policy and industry debates with insightful, evidence-based views.

KEY RESPONSIBILITIES

- ▶ You will support the development of policies which influence the outcome of public policy in the interests of our strategic and tactical objectives. You will help raise our profile on relevant issues so that we are associated with clear and persuasive views and policy positions. This will involve the production of high quality policy papers, consultation responses, and evidence-based research reports.
- ▶ Guided by your manager, and working closely with the PLSA's policy governance committees /working groups, you will implement policies from the Association's work programme.
- ▶ You will provide high quality support to the PLSA's policy governance bodies to ensure that we understand the views of the pension industry and draw on their expertise.
- ▶ You will provide advice on relevant issues to the PLSA's policy governance bodies, the Policy Leads, Heads of Team, and Deputy Director of Policy, as required.
- ▶ You may, on occasion, be asked to act as a spokesperson for the Association on your areas of responsibility at industry events and in the media.
- ▶ You will represent the Association at meetings and events, when required. You will deputise for your manager where appropriate.
- ▶ You will help provide insight for the programme development for our conferences and events, ensuring relevant and interesting content.
- ▶ From time to time you may be asked to provide practical support to members on policy-related issues, for example through the production of guides, through presentations or direct engagement.

ESSENTIAL EXPERIENCE / KNOWLEDGE

- ▶ A reasonable knowledge and understanding of pensions policy or of a similar sector, e.g. financial services.
- ▶ Proven experience of undertaking policy work in Government, a stakeholder body or political organisation.

DESIRABLE EXPERIENCE / KNOWLEDGE

- ▶ Experience of applying pensions knowledge in a public policy setting, e.g. development of persuasive policy documents and some experience of lobbying Government.
- ▶ Experience of dealing with the media (print and broadcast).
- ▶ An understanding of working in a membership organisation.
- ▶ Successful experience of working in a complex organisation, where cross-functional working is required.

KEY SKILLS AND PERSONAL ATTRIBUTES

- ▶ Personally credible with a professional demeanour that generates the trust and confidence of a range of audiences.
- ▶ Ability to work under guidance from managers and plan effectively.
- ▶ Excellent oral and written communication and presentation skills.
- ▶ Good analytical skills.
- ▶ Educated to degree level or equivalent, ideally in a relevant subject e.g. politics, law, economics.