

JOB DESCRIPTION

Title	Policy Officer (Industry)
Grade	Officer
Department	Policy & Public Affairs
Reports to	Head of Policy & Public Affairs
Date	December 2024

JOB PURPOSE

The Policy Officer (Industry) sits in the Policy Section and works under the direction of the Head of Policy & Public Affairs. As part of the policy team, they are responsible for managing, supporting and delivering the policy and research work of the union relating to the entertainment industries in which our members work. They will take on industry related issues such as: research into supply chains, tax credit distributions and will seek to increase our leverage in negotiations through better understanding how the industry is funded and capital moves. They will lead on work related to Performing Arts for All, the BBC Charter, the review of the Arts Council England and be a point of contact for all policy-related industry bodies not directly related to employment rights.

MAIN DUTIES

1. Under the direction of the Head of Policy & Public Affairs, to support and coordinate the union's research and policy work, and liaison with external bodies as appropriate in support of Equity's organising, industrial and campaigning priorities.
2. To provide high quality and detailed policy and industrial briefings (either in person or written) to the General Secretary, other Equity staff or members in advance of public/media engagements.
3. To be responsible for in house research projects, analysing both quantitative and qualitative data relating to industry, government and other relevant data sets.
4. To respond to Government and industry relevant consultations and provide guidance to other staff members undertaking this work.
5. To support the Union's Officers, networks, branches and committees with research and evidence enquiries and undertake work from time to time with external bodies including other unions, think tanks, academics and campaigning/social justice organisations.
6. To monitor and research all policy, political and Westminster developments relevant to the industry and to keep the department and other staff informed and up to date.
7. To manage and track the delivery of policy based priorities including actioning motions to Equity's annual conference.
8. To act as Secretary to one of Equity's Committees and other Committees or Working Parties, as directed by the General Secretary from time to time.
9. To help support the union's activity within the broader trade union and labour movement, including the TUC and FIA (International Federation of Actors) including attending relevant conferences, preparing briefings and presentations at events as agreed.
10. To support the union's communications, including researching and drafting articles, social media and website postings.

GENERAL DUTIES

1. To be fully conversant with the union's IT system relevant to the post. To create own correspondence, access databases and use the union's e-mail. To be responsible for creating and maintaining an effective filing system. To be able to track all written correspondence and respond to all complaints/enquiries.
2. There will be occasional evening and weekend work.
3. To undertake any other duties commensurate with the grade.
4. To maintain the confidentiality of information and abide by the provisions of the Data Protection Act.
5. To undertake all duties within Health & Safety regulations/policy.
6. To undertake all duties with due regard to the Equal Opportunities policies of the union.

PERSON SPECIFICATION

The following requirements are essential for the role of Policy Officer, Industry:

1. A Degree or similar, e.g. HND, Legal Qualification or other vocational qualification.
2. Good IT skills and efficient secretarial skills.
3. Research Skills. Demonstrate understanding, skills and experience in developing and commissioning research, quantitative and qualitative analysis, and sourcing evidence including case studies, polling and other data. A basic understanding of accounting is desirable.
4. Influencing skills. Able to persuade members, activists, decision makers and politicians through constructive arguments, compelling written material and excellent interpersonal skills; demonstrate the ability to build relationships and alliances.
5. Team working. Understand and demonstrate the qualities of team working and leadership to achieve organisational goals; able to motivate staff and members from across the Union's Departments, Nations and Regions; and be able to supervise work and delegate effectively, able to plan and prioritise own work and contribute to team objectives.
6. Problem solving. Demonstrate capability of analytical thinking; able to evaluate and assess information and draw logical conclusions.
7. Communication skills. Able to communicate ideas and information with clarity and accuracy (both written and verbal); show ability to give successful public presentations to groups of members and externally; communicate and work effectively with colleagues and external organisations.
8. Commitment to the trade union and labour movement. Commitment to increasing membership through high quality political organising and advice provision; demonstrate firm understanding of involving and empowering members.
9. Campaigning skills. Demonstrate an understanding of campaigning strategies and tactics with a focus on engaging members and achieving change.