

JOB TITLE:	POLICY AND PUBLIC AFFAIRS OFFICER
JOB HOLDER:	VACANT FROM 19 JULY 2025
DATE UPDATED:	18 JUNE 2025
REVISION (HR Office Use):	VERSION 1

1 MAIN PURPOSE OF THE JOB

To supporting the development and delivery of the CIOB's political and public affairs strategy.

To undertake research, analysis and develop CIOB's policy positions in priority areas of the construction debate, such as building safety, skills and sustainability.

To ensure that the CIOB is well positioned within the UK Government and wider policy community in these areas, and to help influence regulation and policy development in construction.

To work with all levels of the organisation, membership and external stakeholders including Government (parliamentarians, officials, and civil servants where appropriate), industry and other professional bodies, to manage the CIOB's policy profile and drive its reputation and engagement opportunities.

2 POSITION IN ORGANISATION

- Reports to the Head of Policy & Public Affairs
- Works both independently, and in consultation with the CIOB policy and public affairs team, senior staff and members, and the External Affairs Advisory Board.

3 DIMENSION & LIMITS OF AUTHORITY

- There is no budget responsibility attached to this role

4 SKILLS & EXPERIENCE

- Demonstrable experience in a policy or public affairs role that has demanded thought-leadership, strategic analysis, writing, research, presentation and communication skills.
 - Knowledge of UK government, the parliamentary process and the ability to assess and make recommendations for policy development.
 - Experience of translating complex issues into messaging for different audiences.
 - Demonstratable experience of influencing stakeholders.
 - Enthusiastic and flexible with strong interpersonal skills, especially common sense, judgement and initiative.
 - Ability to understand the public interest position of a professional body and how this is distinct from traditional policy making.
 - Knowledge of the construction industry and built environment is preferable but not essential.
 - Ability to manage groups and facilitate discussion, as well as networking skills.
 - IT literate in all Microsoft Office packages and familiarity with using political monitoring platforms.
 - Membership of a relevant professional body is desirable but not essential.
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5 DUTIES & KEY RESPONSIBILITIES

Monitoring relevant policy developments and identifying opportunities for influencing policy.	25%
<p>Monitor UK Parliament, Government departments and the regional administrations to identify opportunities for influencing policy.</p> <p>Produce briefings on identified policy areas for internal and external audiences, including CIOB staff, CIOB members, MPs, Peers, and civil servants.</p> <p>Provide CIOB members and internal staff with timely updates and briefings, along with recommendations for engagement where appropriate.</p>	
Draft research reports in alignment with the themes in the CIOB's Corporate Plan 2023-28	25%
<p>Work with internal and external stakeholders to draft evidence-based research that supports influencing activity.</p> <p>Oversee research projects from inception and work with colleagues to develop public affairs and communications plans to support delivery and promotion.</p>	
Responding to relevant Government consultations and inquiries.	15%
<p>Following the monitoring process, identify and respond to relevant Government consultations and inquiries.</p> <p>Work with colleagues and CIOB members to garner consensus to support CIOB responses.</p>	
Represent the CIOB in the public domain, organising and attending meetings with internal and external stakeholders to highlight and discuss CIOB's policy and public affairs work.	15%
<p>Engage directly with policy makers and legislators through written briefs as well as formal meetings to promote the CIOB views.</p> <p>Attend relevant policy roundtables and industry events to raise the profile of the CIOB.</p> <p>Contribute to weekly and monthly trackers to monitor policy and public affairs engagement.</p> <p>Attend ad hoc meetings of the CIOB Hubs, External Affairs Advisory Board (EAAB) and Advisory Panels (AP) when required.</p>	
Supporting the Policy and Public Affairs team with managing policy and public affairs events, such as Party Conference, Parliamentary Reception's and roundtable discussions.	10%
Work with Policy and Public Affairs colleagues to organise and manage events, including party conferences, policy roundtables, and Parliamentary receptions.	
Drafting editorial content.	10%
Draft articles, blogs and social media content for CIOB publications where appropriate.	

This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.