



**CI Arb**  
evolving to resolve

# Recruitment pack



Leadership  
Teamwork  
Self-management  
Transparency

Enthusiasm  
Excellence  
Initiative  
Focus

[www.ciarb.org](http://www.ciarb.org)



CI Arb is a registered Charity in  
England and Wales, No: 803725

## Job description

**Job Title:** Policy and Public Affairs Officer  
**Date:** January 2020  
**Reporting to:** Head of Policy, Public Affairs and Research

### Overview

CIArb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 16,000 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CIArb works in the public interest through an international network of 41 branches.

### Job Purpose

The Policy and Public Affairs Officer will play a key role in ensuring the success of CIArb's Policy and Public Affairs Strategy. Reporting to the Head of Policy and External Affairs, they will deliver against the Department's policy influencing objectives through building and maintaining relationships with key decision-makers, partner organisations and other important stakeholders, in pursuit of our ambition to be the leading voice on ADR matters in public policy around the world.

They will be responsible for delivering the team's public affairs strategy and leading on specific policy projects across a wide range of areas. They will manage communications with key stakeholders (including Government Ministers and other stakeholders), lead on meeting briefings, draft policy reports and author consultation responses. In collaboration with the Head of Policy, they will regularly represent the Institute at meetings with external stakeholders, including those at a senior level.

They will work collaboratively with colleagues across the organisation to develop the policy influencing programme and ensure it aligns with the wider activities of the organisation. This will also involve working with the various Governance structures of the Institute (such as the Practice and Standards Committee) where necessary. They will work closely with the Research Manager to ensure Policy, Public Affairs and Research work is aligned.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Governance Directorate of the CIArb. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

### Major Objectives:

- Execute the delivery of the CIArb Policy and Public Affairs Strategy, in pursuit of the Department's vision of CIArb as the voice of ADR.
- Overseeing an effective horizon scanning plan, assessing the policy landscape using a range of information sources (e.g. parliamentary update services, websites, TV/Press, technical publications) and anticipating potentially important developments (including policy announcements, government plans, and consultations) in advance.
- Managing relationships with key stakeholder groups, including day-to-day management of the APPG for ADR.

- Identifying relevant opportunities for the Policy and Public Affairs function and initiating plans to exploit such opportunities.
- Authoring correspondence, consultation responses, briefings and policy reports.
- Liaising with colleagues internally, and with key members/committees as appropriate to inform our policy positions.
- Overseeing effective information flows both within the Department and with other teams across the Institute.
- Collaborating with colleagues in the Dispute Appointment Service to promote the use of ADR generally (and CI Arb disputes schemes in particular).
- Organising and preparing for key stakeholder meetings with Parliamentarians, Ministers and others, both in partnership with the Head of Policy and independently.
- Leading on the planning and execution of key events and engagements within the Strategic Engagement Programme (such as Party Conference fringe meetings, policy roundtables and Parliamentary receptions).
- Develop a strong institutional memory for the Policy and Public Affairs function through the establishment and maintenance of effective data management systems.
- Oversee relationships with external service providers (such as political monitoring services and event organisers) and working with the Head of Policy to negotiate optimum deals with those suppliers.
- To undertake continuous personal and professional development which contributes to knowledge and skills within the ADR subject area
- To comply with CI Arb policies relating to health and safety, equality of opportunity and data management
- Undertake other tasks and activities as required from time to time by the Head of Policy.

## Person Specification

### Qualifications

	<b>The successful candidate should have:</b>	<b>Essential/ Desirable</b>	<b>Tested by* A, I</b>
1	Degree level or higher standard of education	E	A
2	Prior experience in an integrated Policy/Public Affairs environment	E	A
3	Other professional qualification(s) in the relevant ADR areas	D	A

### Knowledge & Experience

	<b>The successful candidate should have:</b>	<b>Essential/ Desirable</b>	<b>Tested by* A, I</b>
1	Excellent understanding of the policy process and how to influence public affairs	E	A,I
2	Excellent knowledge of current affairs and a keenness to engage in public policy debates	E	A,I
3	Good understanding of political institutions in the UK, Europe and worldwide	E	A,I
4	Experience of building positive and productive relationships with colleagues, clients and other stakeholders	E	A,I

5	An ability to draft policy briefings, letters and reports for high-level stakeholders	E	A,I
6	Experience of planning and executing events (e.g. party conferences)	E	A,I
7	Background knowledge of the ADR market and the relevant institutions	E	A,I
8	Experience of working in a political environment (e.g. MP's office or similar)	D	A,I
9	Experience of working with people of various cultures	D	A, I

## Skills & Competencies

	<b>The successful candidate should demonstrate:</b>	<b>Essential/ Desirable</b>	<b>Tested by* A, I</b>
1	Ability to analyse complex and detailed materials and draw conclusions in a clear and precise manner	E	A,I
2	Outstanding organisational skills and the ability to manage and prioritise multiple projects with conflicting deadline pressures and competing priorities	E	A,I
3	Excellent written and oral communication skills	E	A,I
4	An ability to 'horizon scan' the policy landscape and identify relevant opportunities and threats	E	A,I
5	Confidence in working autonomously/independently to meet ever-changing deadlines	E	A,I
6	Is results driven, has a positive 'can-do' attitude and demonstrates high energy and an inclusive approach to decision making	E	A,I
7	Excellent problem-solving skills	E	A,I
8	Demonstrates a strong corporate ethos and is an effective team member	E	A,I
9	Demonstrates integrity, trust, openness and respect in dealings with people	E	A,I
10	Entrepreneurial and creative, with a flexible, commercial focus	E	A,I

**A = Application form, I = Interview**

## Summary terms and conditions

**Contract:** Permanent/Full time

**Salary:** £30,000 - £35,000

**Annual leave:** 25 days holidays per annum plus UK bank holidays

**Pension:** Generous Pension Plan

**Healthcare:** Private health care options through BUPA

**Life assurance:** Company life assurance scheme

**Other Benefits:**

- Season ticket loan
- Fitness session with a Personal Trainer
- Cycle to work scheme
- Perk Box (employee money saving platform)
- Flexible working hours
- Social events e.g. Christmas party, summer party, International day, Charity events
- Weekly fitness class
- 1 a day (Fruit in the office)

**Location:** CI Arb Head Office, 12 Bloomsbury Square, London, WC1A 2LP

To Apply, please email your CV to [hradmin@ciarb.org](mailto:hradmin@ciarb.org)

**Closing date: Friday 7 February 2020**