

Role profile: Head of Policy and Public Affairs

<p>Role title: Head of Policy and Public Affairs</p>	<p>Responsible to: Director of Policy and Governance</p>
<p>Purpose of role:</p> <p>Lead and manage the policy and public affairs functions of BVA and devise and deliver joined-up lobbying campaigns based on robust policy positions to ensure BVA provides an effective voice for the UK veterinary profession.</p>	
<p>Key responsibilities:</p> <p>Develop and deliver a strategic and robust approach to evidence-based policy development for BVA.</p> <p>Plan and deliver a proactive public affairs strategy to achieve policy change and BVA campaign aims by ensuring BVA has effective relationships with key parliamentarians and government officials across the UK.</p> <p>Oversee and manage BVA's public affairs activities: drafting consultation responses; briefing parliamentarians; supporting BVA spokespeople to undertake lobbying activities (eg giving oral evidence to committees); developing and nurturing political relationships; identifying lobbying opportunities.</p> <p>Oversee the organisation of BVA lobbying and networking events, including our four regional lobbying dinners, parliamentary and stakeholder events.</p> <p>Work closely with the media, digital & marketing teams to develop and deliver joined-up campaign plans, including member engagement, to deliver BVA's annual policy and campaign priorities.</p> <p>Manage the activities of our Policy Committee and Ethics & Welfare Advisory Panel in the development of BVA policy positions and responses to consultations.</p> <p>Oversee the effective running of policy-developing working groups and ensure actions and recommendations are taken forward.</p> <p>Manage the flow of policy development and governance work through BVA Council, ensuring that it fulfils its function as the key representative body of the Association.</p> <p>Oversee the Policy & Public Affairs team in managing and developing the work of BVA's branches in Scotland, Wales and Northern Ireland, making sure that work is coordinated across the UK.</p> <p>Manage BVA's relationships with specialist divisions, affiliates, and other major stakeholders, including the RCVS, and develop opportunities for collaboration and cooperation.</p> <p>Represent BVA at external meetings and be an effective ambassador for the organization.</p>	
<p>People management:</p> <p>Line management responsibility for four BVA Policy and Public Affairs Officers (2 full time, 2 part-time; 3.2 FTE) and one Policy and Public Affairs Manager (1 FTE)</p> <p>Informal management and support of BVA volunteers (Council, Branch, and committee members)</p>	

Ongoing close liaison with the BVA Officers, CEO, Director of Policy and Governance, Communications Director and Head of Media and Campaigns.

Close liaison with other BVA staff members particularly the media, marketing, and digital teams.

External liaison with stakeholders (including divisions, affiliates, and international organisations) and parliamentary and government contacts.

Financial resources:

Ensure that the budget allocation to deliver the policy and public affairs functions of BVA is appropriate and well managed.

Oversee Council, committee, and Branch volunteer expenses.

Oversee annual negotiations with service providers and manage tendering exercises for external service provision.

Knowledge, skills, and expertise:

Policy making skills, including experience working in research and/or policy development.

Experience of public affairs work, including lobbying and campaigning for policy change.

Excellent political judgement.

Stakeholder engagement and relationship management skills.

Excellent written, oral and interpersonal communication skills.

Knowledge and understanding of the UK political environment, parliamentary procedures, and public affairs processes.

Ability to lead, manage and motivate teams, including in a hybrid working model.

Experience/understanding of membership or professional organisations (desirable).

Other information:

Attendance at external BVA events, including overnight stays within the UK, may be required.

Last updated: May 2024