Role profile: Policy & Governance Director

Role title: Policy & Governance Director
Responsible to: Chief Executive

Purpose of role:
- To lead BVA’s policy and public affairs function to provide a strong voice for vets in the UK
- To ensure effective governance and stakeholder relations for the organisation

Key responsibilities:
- Provide effective strategic leadership and day-to-day management of BVA’s policy and public affairs team
- Ensure the development of robust, evidence-based and timely policy positions which in turn enable BVA to effectively represent our members and strengthen BVA’s position as ‘the voice of the veterinary profession’
- Lead the annual review & refresh of BVA’s policy priorities, ensuring these are informed by members’ views and in close consultation with our Council, committees and devolved branches in Scotland, Wales and NI
- Lead the development and delivery of a proactive and effective lobbying strategy across the UK and devolved nations, to support BVA’s campaigning agenda, including regular lobbying events
- Be an effective ambassador for BVA, representing the organisation effectively and maintaining good working relationships within the profession, with government, and other key stakeholders
- Identify evidence needs and commission research as necessary to underpin BVA’s policy development and our lobbying & campaigning agenda
- Ensure effective and efficient functioning of BVA’s governance structures, including the Board, Council, committees, working groups, branches and AGM
- Promote member engagement and support our volunteers
- Ensure effective stakeholder management and engagement
- Provide policy & political advice to the Chief Executive, Officers and senior management
- Ensure the BVA Officers feel well supported in their lobbying activities
- Provide line management and oversight for two veterinary-related charities, the Animal Welfare Foundation (BVA’s own charity) and Vetlife (both of which are based at BVA but are run by their own independent trustees)
- Identify synergies between BVA’s policy agenda and the charitable activities of AWF and Vetlife, and look for opportunities to provide mutual support where we have shared interests
- Contribute to overall leadership & development of BVA and its people, as a member of the Senior Management Team
- Carry out other activities as may reasonably be requested by the Chief Executive
**People management:**
- Direct line management of the Head of Policy, Public Affairs and Governance, and overall management responsibility for a team of approx. 5 FTEs
- Line management and oversight of staff working for AWF and Vetife (approx. 7 FTEs in 2 teams)

**Financial resources:**
- Budget holder for the policy, public affairs & governance budget, with responsibility for managing approx. £230K plus staff costs.

**Knowledge, skills, and expertise:**
- Substantial experience at management level in a policy and/or public affairs role – with a demonstrable understanding of both
- Excellent communication skills, both written and oral
- (Desirable) Senior leadership and management experience, preferably in a campaigning or membership organization
- (Desirable) Relevant professional qualifications
- (Desirable) Knowledge of issues of interest to the veterinary profession, including animal health and welfare
- Ability to lead, manage and develop staff
- Graduate level education

**Key competencies:**
- Communication
- Strategic thinking & analysis
- Leadership
- Strong political awareness/judgment
- Excellent stakeholder management and/or experience of working in a multi-stakeholder environment
- Effective decision-making
- Influencing
- Organising work/project management
- Building & managing relationships
- Developing high performance
- Innovation

**Other information:**
- The role will involve attending some meetings & events outside London (including occasional overnight stays)
- BVA operates a hybrid working policy which means the role holder will be expected to work at least two days per week on average in the office, with the rest working from home