

## Role profile: Policy and Public Affairs Officer (p/t)

<b>Role title:</b> Policy and Public Affairs Officer (p/t)	<b>Responsible to:</b> Head of Policy and Public Affairs
<b>Team:</b> Policy and Public Affairs	
<b>Purpose of role:</b> <p>Research and develop BVA policy positions on a range of veterinary issues through engagement with BVA members and volunteers. Contribute to the delivery of effective lobbying activities within joined-up campaigns on BVA priorities to effect policy change. Lead on the coordination and delivery of BVA Welsh Branch activities.</p>	
<b>Key responsibilities:</b> <ul style="list-style-type: none"> <li>• Research and draft policy statements, consultation responses and website content on relevant policy issues bringing together members' views, evidence and information</li> <li>• Act as the main point of contact on relevant policy issues at a UK level and keep abreast of political developments relating to policy and political issues in the UK and Wales. Respond to policy enquiries from members, stakeholders, and the public</li> <li>• Provide the secretariat for a range of single-issue working groups and lead the programme of work and implementation of recommendations</li> <li>• Provide the secretariat for BVA's Welsh Branch and lead on member and stakeholder engagement in Wales</li> <li>• Contribute to the development and delivery of campaign strategies on relevant areas of work, advise on key policy recommendations, and identify any areas of difficulty, working closely with the media and digital teams</li> <li>• Work closely with the Head of Policy and Public Affairs and the Policy and Public Affairs Manager to help deliver the annual programme of lobbying and stakeholder events</li> <li>• Encourage member engagement on relevant policy issues and campaigns via BVA's website and other online and offline communication tools</li> <li>• Brief BVA Officers, Welsh Branch Officers, and other colleagues on relevant policy issues, including in preparation for ministerial/parliamentarian meetings, appearances before committees, and media interviews as required</li> <li>• Draft and update parliamentary briefings, letters, and other materials to support BVA's public affairs work</li> <li>• Contribute to good working relationships with BVA's divisions and all devolved branches to promote the principle of 'one voice' for the veterinary profession</li> <li>• Build strategic relationships with key stakeholders, both internal and external, to facilitate collaborative working on priority campaign areas</li> <li>• Carry out any other duties consistent with the role as required, supporting the work of the Head of Policy and Public Affairs</li> </ul>	

**People management:**

- No direct line management responsibilities, but extensive liaison with BVA Officers and colleagues in the policy and public affairs, media, and marketing/events teams, including leading on/coordinating specific projects
- Support for BVA volunteers undertaking policy and public affairs activities, such as Council/committee members and Branch and division officers
- External liaison with stakeholders (including divisions, affiliates, NGOs, and key animal health and welfare bodies) and parliamentary and government contacts

**Financial resources:**

- Broad oversight of the BVA Welsh Branch budget
- Process volunteer expenses for Branch activities

**Knowledge, skills, and expertise:**

- Excellent policy skills, including research, analysis and strategic thinking
- Ability to assimilate complex information and weigh up competing arguments
- Excellent oral and written communication skills
- Good organisational skills
- Good political judgement and relationship management skills
- Experience of working with committees within a membership organisation (desirable)
- Experience of working within the not-for-profit/charitable sector (desirable)
- Knowledge and understanding of UK and/or devolved parliamentary processes and procedures (desirable)
- Ability to work with minimum supervision

**Other information:**

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

Last updated: January 2023