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<tr>
<th>Role title: Policy Officer</th>
<th>Responsible to: Head of Policy &amp; Governance</th>
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**Purpose of role:**

- To develop BVA policy on a range of veterinary issues through engagement with BVA members
- To facilitate the work of BVA’s Policy Committee by supporting a range of single issue working groups
- To support BVA’s Scottish Branch
- To represent BVA at external meetings as required

**Key responsibilities:**

- To research and draft policy statements, consultation responses and website content on relevant policy issues bringing together members’ views, evidence and information
- To act as the main point of contact on relevant policy issues at a UK and European level and keep abreast of political developments relating to policy issues
- To provide the secretariat for a range of single issue working groups
- To provide the secretariat for BVA’s Scottish Branch
- To encourage member engagement on relevant policy issues via BVA’s website and other online and offline communication tools
- To fully brief BVA Officers and other colleagues, and contribute to briefing parliamentarians and other policymakers on relevant policy issues
- To contribute to good working relationships with BVA’s divisions and all devolved branches, to promote the principle of ‘one voice’ for the veterinary profession
- To build good working relationships with key stakeholders, both internal and external
- To contribute to the development of campaign strategies on relevant areas of work
- To provide the secretariat for the UK European Coordination Group (UKECG) as required and support BVA’s representatives to the Federation of Veterinarians in Europe (FVE)
- To carry out any other duties consistent with the role as required

**Scope of the role:**

- On a day to day basis, with a minimum supervision, organise and plan own workload
- Take a proactive and strategic approach to policy development, working closely with the BVA officers, divisions, BVA’s Scottish Branch, and working group members

**People:**

- Extensive liaison with BVA Officers, working group chair(s) and members, and colleagues within the policy team and media and public affairs team
- Close liaison with BVA’s divisions and devolved branches, in particular BVA’s Scottish branch
- Liaison with government officials

**Initiative/innovation:**

- Proactive approach to working group agenda setting and work plan
- Proactive approach to horizon scanning to identify emerging policy issues
• Contributing to improvements to the policy development process and ways of working for BVA’s Scottish Branch
• Contributing to the identification and setting of BVA’s policy priorities

Resources:

• No direct budgetary responsibility but expected to consider the wider policy team budget when arranging meetings

Influence/impact:

• Position statements and consultation responses are credible and have a mandate through close liaison with BVA’s specialist divisions and other relevant members throughout the development process
• Good quality papers and minutes available for each working group and Scottish Branch meeting and all actions agreed progressed
• Working group chairs and Scottish Branch Officers are engaged and feel well supported through collaborative working relationship
• Working group agendas and activity are strategic and in line with the scope set by BVA’s Policy Committee
• Working group and Scottish Branch activity is appropriately represented and promoted on the BVA website and Community
• BVA and Scottish Branch Officers are supported and well briefed

Knowledge, skills and experience:

• 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
• Experience of working with committees within a membership organisation (desirable)
• Experience of working within the not-for-profit/charitable sector (desirable)
• Experience of policy work (desirable)
• Graduate level education
• Ability to work with minimum supervision