### Role title: Policy Officer (part time)

### Responsible to: Head of Policy & Governance

#### 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 Welsh 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 Welsh 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 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 Welsh 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 Welsh 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 Welsh 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 Welsh Branch meeting and all actions agreed progressed
- Working group chairs and Welsh 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 Welsh Branch activity is appropriately represented and promoted on the BVA website
- BVA and Welsh 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