

# Job Description

<b>Employer:</b>	Energy UK
<b>Job title:</b>	Policy Manager
<b>Department:</b>	Energy Systems
<b>Location:</b>	Our main offices are in London but offer a hybrid working arrangement
<b>Contract:</b>	Maternity Cover – 9 months with the possibility of extending for another 3 months
<b>Salary:</b>	£36,750-£48,300 per annum, depending on experience
<b>Hours of work:</b>	35.25 hours a week with flexibility as and when required
<b>Reporting to:</b>	Deputy Director

## About Energy UK

Energy UK works with our members, government, the regulator and wider stakeholders to champion a sustainable UK energy industry. Our vision for a sustainable energy sector is one in which our customers receive excellent services at affordable prices, our infrastructure powers the zero-carbon economy, and where our UK industry is both successful today, and able to invest for tomorrow.

Our members come from right across the energy sector, from energy suppliers, and large power generators, to companies providing technologies and services in heat, transport, or power. The energy sector has been changing rapidly in the UK, and with more change to come as we look to deliver on UK decarbonisation; this is the most interesting time to work in energy.

The breadth of our membership means that we see the whole picture in energy, and we bring this, and our passion for good communications, to influence policy and the wider debate on energy. We want to make sure customers have a fair deal and access to great energy services, especially the fuel poor and vulnerable; that the industry sets high standards for its performance and engagement with customers; and that we build the Net Zero economy.

We really value our organisational culture at Energy UK. We have high quality support and development opportunities for our employees, and we are proud to have been awarded a Gold accreditation with Investors in People. We know that the wellbeing of employees is key to our success and this is reflected in our progressive policies around wellbeing, flexible working and mental health.

Energy UK plays a key role in promoting diversity and inclusion across the energy industry. In addition to our Young Energy Professionals Forum, we are a founding member of TIDE, an industry-wide taskforce to tackle Inclusion and Diversity across Energy. We share best practice and foster collaboration across the industry on all issues relating to equality and diversity through our annual Diversity and Inclusion conference

## Job purpose

We are looking for a policy manager for maternity cover. They would be responsible for certain areas of energy systems and energy retail policy and regulations, focusing on emissions from buildings.

Main duties will include:-

- ▶ Co-ordinating allocated activities across the sector and ensuring Energy UK members are kept up to date with a wide range of core related developments
- ▶ Proactively identifying and managing risks for members
- ▶ Manage engagement with current and new regulatory frameworks to enable the effective delivery of key market programmes
- ▶ Representing the energy sector including by speaking at relevant meetings and conferences
- ▶ Managing meetings to discuss issues related to heat and energy efficiency
- ▶ Assisting in the preparation of update papers for the Energy UK Board, and other groups and sub-committees as required.
- ▶ Support the Senior Policy Manager and Deputy Director of Energy Systems, Director of Policy, Chief Executive and other team members.

## Benefits

- ▶ A competitive salary will be offered
- ▶ 25 days annual holiday plus statutory holidays with the benefit of buying an extra 5 days a year.
- ▶ Birthday Leave and extra day at Easter.
- ▶ EUK is a member of Climate Perks allowing employees to claim up to two days for staff who travel on holiday by train, coach or boat instead of flying.
- ▶ Annual season ticket loan
- ▶ An employer's pension contribution of 5%
- ▶ Health Insurance
- ▶ Leave for Charitable work
- ▶ Access to an employee assistance programme
- ▶ Training and Development
- ▶ A hybrid working environment with the opportunity to work 2/3 days a week from home
- ▶ Agile working arrangement with core hours of 10am to 4pm
- ▶ Flexible Working Arrangements available to be requested from day one of employment

## PERSON SPECIFICATION

Company name: Energy UK

Job title: Policy Manager

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>▶ Degree level or equivalent</li> </ul>	
Knowledge and Experience	<ul style="list-style-type: none"> <li>▶ A proven background in energy related context.</li> <li>▶ Political awareness in Britain.</li> <li>▶ Ability to understand individual member positions and how changes may impact them.</li> <li>▶ Ability to understand how policy changes may impact on the broader landscape</li> <li>▶ Awareness of key policy makers and opinion formers and how they operate</li> </ul>	<p>It would also be beneficial to have specific knowledge of some of the following areas:</p> <ul style="list-style-type: none"> <li>▶ Energy Efficiency and low carbon heat subsidy schemes</li> <li>▶ The barriers and opportunities for heat decarbonisation</li> <li>▶ The Future Homes Standard and role of building regulations</li> <li>▶ Low carbon heating technologies</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>▶ Ability to understand and communicate complex issues.</li> <li>▶ Excellent analytical and report writing skills</li> </ul>	Some experience with public speaking.
Personal Attributes	<ul style="list-style-type: none"> <li>▶ Ability to operate objectively</li> <li>▶ Ability to build new relationships with industry stakeholders</li> <li>▶ Ability to communicate with confidence and authority</li> <li>▶ Ability to work independently as well as a team player</li> <li>▶ Ability to work to deadlines</li> <li>▶ Able to develop the trust of the members</li> <li>▶ Motivated to improving experiences for consumers</li> </ul>	