

Job Specification: Head of Policy



Job Title:	Head of Policy
Location:	Plaid Cymru HQ, Atlantic Wharf, Cardiff <i>Plaid Cymru staff operate a hybrid pattern of remote working and office working.</i>
Type of Contract	Temporary – 12 months (with the possibility of extension) <i>The contract is offered on a temporary basis, and is subject to the successful completion of a three month probation period and our ongoing financial position.</i>
Salary	Band 3 (£36,934 – £45,116) <i>Appointments are usually made at the lower end of the scale</i>
Working Hours	37 hours per week, with the need for occasional evening and weekend work. <i>Plaid Cymru operates a flexible working hours system. The post offers 28 days holiday per year with additional privilege days.</i>

Purpose of the role:

We are looking for a highly motivated and organised individual who will take a lead role in Plaid Cymru's policy development.

The postholder will coordinate the party's policy development activity, working closely with elected members, the Director of Policy, senior staff, the Policy Forum and staff across elected groups to ensure that the party's policies are well researched, consulted upon with members and stakeholders and communicated effectively.

Main responsibilities:

1. Take lead staff responsibility to develop the party's manifestos, working closely with the Director of Policy and other key individuals.
2. Maintain strategic oversight of the party's policy development activity, aligning with the policy aims in the political strategy.
3. Ensure good policy coordination between the Party's elected groups, including the Senedd Group, Westminster Group, Council Groups and Police and Crime Commissioner.
4. Take lead responsibility for the implementation of findings from policy consultation and testing exercises (e.g. opinion polls and focus groups).
5. Liaise with key stakeholders and organisations to help inform policy development and communicate the Party's policy platform.
6. Take lead responsibility for meeting the requirements of the Electoral Commission with regards to policy development activities and events which come under the Policy Development Grant, working closely with the Head of Finance and Compliance to present documentation for reporting and auditing of the grant.
7. Manage the policy budget and the planning and implementation of a policy timetable, including oversight of the commissioning of research and policy papers to plan and allocate resources effectively.
8. Manage policy staff employed centrally by the party, and maintain close working relationships with policy and research staff across elected groups.
9. Develop policy training activities and support for candidates and other key groups.

10. Such other reasonable activities in accordance with the party's key aims and strategy.

Key Skills & Experience

Essential:

- An excellent understanding of Plaid Cymru's policy platform
- The ability to communicate fluently and effectively in English and Welsh
- The ability to work to deadlines, be organised and manage time and resources effectively
- The ability to work on a number of different projects at the same time, ensuring delivery by key dates
- An excellent understanding and active interest in politics and current affairs in Wales and beyond
- Strong research and analytical skills
- The ability to work well as part of a team, and develop good working relationships across areas of responsibility
- The ability to manage resources and budgets
- Experience of line management

Desirable:

- Experience of working with volunteers
 - Experience of working within political and/or member-led organisations
-

Application closing date: 10am – Monday 3rd October 2022.

Interviews for short-listed candidates will take place on Monday 10th October 2022

Please send completed application forms to: carl.harris@plaid.cymru