

Policy Officer

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Reports to: Policy Manager

Contract: Permanent

Location: London or Manchester

Grade: C+

Salary: £33,494

Benefits

- 30 days annual leave plus bank holidays
- Employee assistance programme
- Hybrid working (minimum two days per week in the office)
- Access to the Civil Service Pension Scheme, including Alpha (currently 28.9% employer contribution)

About Transport Focus

Transport Focus is the voice of Britain's transport users. We use our powerful insight to monitor, challenge and identify issues as they arise, to improve the user experience. Key to our success is our outstanding stakeholder network and the way this is leveraged to achieve results. We are an executive non departmental public body, sponsored by the Department for Transport (DfT). We are led by a board of non-executive directors appointed by DfT, Scottish and Welsh Governments and the London Assembly, and run by a Senior Leadership Team which is split between Manchester and London.

Role outline

You will work across the organisation, and with key stakeholder organisations, to ensure clear and aligned policy positions for the transport sector. You will develop a strong awareness of the policy landscape and priorities for the sector, across all transport modes. The policy team is highly integrated and collaborative. The role will also work closely with other teams in developing analysis and collaborating on engagements and responses. You will need to have or acquire a broad understanding of the challenges and opportunities surrounding the transport industry, and its impact on users.

There are currently offices in London and Manchester. There is an expectation to work out of one of the offices, but there are opportunities for flexible working.

What you will do

- Partner with colleagues to translate and distil relevant policy developments within the transport industry and support teams to develop and implement strategies around regulatory developments in these subject matter areas
- Help to produce Transport Focus policy documents and reports for publication
- Formulate draft policy positions on transport issues as they emerge, including national issues and local and regional issues
- Provide advice on transport policies, ensuring alignment with the latest evidence and analysis
- Maintain and strengthen relationships with internal and external stakeholders to improve awareness and understanding policy positions and to develop and refine our messaging around complex policy topics
- Deliver briefings and presentations. Represent Transport Focus on forums, panels and events
- Liaise with internal teams to identify potential areas for research and policy development
- Support the planning, commissioning and delivery of Transport Focus's policy workstream
- Deliver projects across all transport modes and themes
- Prioritise work to deliver the objectives in the Business Plan while also being able to respond to external developments, in consultation with other members of the policy team
- Collaborate with multidisciplinary teams within Transport Focus to integrate transport policy into broader projects.

About you

- Experience, knowledge and understanding of policy development and able to deliver complex policy analysis and recommendations
- Able to quickly read, analyse and summarise large amounts of complex information
- Diversity of thought, naturally challenging accepted norms. Keen to explore new

and innovative ways of doing things – keeping abreast of developments inside and outside of the transport industry

- Understanding and appreciation of transport and its associated challenges

Communications and stakeholders

- Strong written and verbal communication skills, including in presentations

- Strong interpersonal skills, with the ability to build relationships, work

collaboratively and coordinate cross-functional teams

- Experience of stakeholder engagement

Planning and project management skills

- Experience in delivering multiple projects

- Able to think strategically, creatively, and critically about the best course of action to achieve desired objectives, with the capability to reach the right outcome as quickly

- An advocate for change, demonstrating belief and passion in the evolution of the organisation

- Willingness to contribute to projects and workstreams outside of your immediate team

Our commitment to equality, diversity and inclusion

Transport Focus is committed to representing all transport users. Our team members will play a large part in inspiring the organisation to think differently in terms of approach to this commitment. We must show that our work is representative, relevant, and useful. Diversity and inclusion is key to being able to do this effectively. We believe that everyone in society deserves the same chances in life. Having a diverse and inclusive organisation means we can tap into different perspectives and experiences to generate new ideas and initiatives, which will make our work more relevant and useful. We want Transport Focus to be a place for everybody and anybody to work. We aim to build teams that draw upon the widest range of experiences, talent, and ideas, and for that reason welcome applications from the broadest range of backgrounds and communities.