

### JOB DESCRIPTION

<b>Job Title:</b>	Technical Policy Manager
<b>Responsible To:</b>	Head of Policy & Partnerships
<b>Responsible For:</b>	No staff initially but may include line management responsibility in the future
<b>Overall Purpose:</b>	To drive the policy activities of the Institute from a technical perspective in matters of forestry, arboriculture, land use and forest ecology, advocating the benefits of ICF membership in a variety of situations and by acting as a role model for potential members.
<b>Key Tasks:</b>	<ul style="list-style-type: none"> <li>• Work to deliver the Strategic Plan and strategic objectives of the Institute.</li> <li>• Develop and implement a public affairs strategy for the Institute.</li> <li>• Lead and provide strategic direction on technical policy activity, including position papers, statements and action plans.</li> <li>• Maintain, drive, supervise and implement robust technical standards, systems and processes.</li> <li>• Oversee the content of the annual programme of CPD events, including: <ul style="list-style-type: none"> <li>○ Ensuring a broad range of topics is covered throughout the year;</li> <li>○ Managing the annual CPD survey to feed into CPD topics;</li> <li>○ Providing input to the ICF membership survey on CPD elements;</li> <li>○ Working with partner organisations where appropriate to deliver relevant content;</li> <li>○ Retaining an awareness of CPD content of Regional and SIG events to avoid duplication.</li> </ul> </li> <li>• Oversee and develop the Institute’s response to consultation documents, seeking input from relevant members when appropriate.</li> <li>• Oversee the Institute’s representation on external groups by: <ul style="list-style-type: none"> <li>○ Ensuring appropriate ICF representative (either member or member of staff) sits on all relevant groups;</li> <li>○ Liaising with representatives to ensure ICF’s objectives are met.</li> </ul> </li> <li>• Oversee the Institute’s Special Interest Groups (SIGs), liaising with relevant staff member taking responsibility for each SIG.</li> <li>• Act as an ambassador for the Institute and an advocate for membership by participating in meetings and presentations with members and their employers.</li> <li>• Ensure the Institute remains up-to-date with industry issues and opportunities by:</li> </ul>



	<ul style="list-style-type: none"><li>○ Building a network of contacts required to play an effective, credible influencing role;</li><li>○ Maintaining and developing relationships with stakeholders;</li><li>○ Attending relevant industry events, either in person or online;</li><li>○ Representing ICF on relevant industry groups;</li><li>○ Drafting well-researched technical policy briefings, reports and factsheets for internal and external audiences.</li></ul> <ul style="list-style-type: none"><li>● Work with the Marketing &amp; Comms team to ensure the Institute’s technical policy activities are communicated through its relevant communication channels, including supporting content development of TREES magazine.</li></ul> <p><u>General</u></p> <ul style="list-style-type: none"><li>● Adhere to the Institute’s values (below) in all aspects of your work and your relationship with colleagues, members and others.</li><li>● Promote a culture of safe working and ensure Health &amp; Safety procedures are followed.</li></ul>
<b>Key Performance Indicators:</b>	<ul style="list-style-type: none"><li>● An income-generating CPD programme that covers a broad range of subject matters to appeal across the ICF membership.</li><li>● High-quality and timely responses to consultation documents, measured against impact metrics.</li><li>● Strategically-planned position papers developed, measured against impact metrics.</li><li>● A robust and sustainable public affairs strategy implemented across the Institute’s activities.</li></ul>

## Other Details

<p><b>Working details:</b></p>	<ul style="list-style-type: none"> <li>• This role can be carried out on a hybrid basis, based partially out of one of our two offices in Edinburgh and Bristol, or home-based but in a location where it is feasible to travel to one of our offices approximately one day per month</li> <li>• 35 hours per week</li> <li>• Salary £36,000-£38,000</li> <li>• Generous employment benefits including pension contribution and flexible working</li> <li>• 25 days' annual leave plus 10 public holidays</li> </ul> <p>The post will also involve travel to events and meetings throughout the UK as well as to our offices.</p>
<p><b>Person Specification</b></p>	
<p><b>a) Essential criteria</b></p>	<p><b>Knowledge &amp; Experience</b></p> <p>Technical</p> <ul style="list-style-type: none"> <li>• Chartered Forester/Arboriculturist/Environmentalist or working towards chartership</li> <li>• In depth knowledge and understanding of the forestry and/or arboriculture sector</li> <li>• Excellent administration and organisational skills</li> <li>• Excellent attention to detail</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>• Experience of working in a technical role in the forestry and/or arboriculture sector</li> </ul> <p>Personal qualities</p> <ul style="list-style-type: none"> <li>• Driven and determined</li> <li>• Ability to achieve results and deliver performance</li> <li>• Ability to work independently and on your own initiative, working with, but remotely from, other ICF staff</li> <li>• Flexible approach to work, to meet the needs of different stakeholders</li> <li>• Ability to prioritise and manage a varied and pressurised workload</li> <li>• Ability to maintain a flexible approach displaying balance and tact</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Ability to travel to meetings throughout the UK</li> <li>• Full UK driving licence</li> </ul>
<p><b>b) Desirable criteria</b></p>	<ul style="list-style-type: none"> <li>• Experience of communicating outputs via social media channels</li> <li>• Background in policy work and political engagement</li> </ul>

## People Values

### Value 1: Learn everyday

#### Why?

We're a small but growing organisation in times of change – politically, environmentally and physically (devolution). The strongest trait that our organisation needs to achieve success is self-motivated people. Arguably the two most important drivers of this are a) a passion for what you do and b) the ability to genuinely enjoy your work and embrace it as a positive aspect of your life. In the long term, the only thing that can consistently deliver both a) and b) are a process of continued challenge and learning. As we learn and improve, we apply that knowledge to move continuously forward – our reward is progress – and that progress gives a sense of pleasure.

#### How do we bring it to life?

We encourage and allow people to discover and try new ways of working. Empower them to implement the processes or methods they wish to try, and research new ways of doing things. We allow them to change their minds and we don't rebuke 'failure'.

### Value 2: Improve continuously

#### Why?

The market we are in is small, and our profession unregulated. Our strength will never be as a defensive organisation who protects our history and assumes the way it has been done in the past is necessarily best. Instead, we need to continuously improve and enhance our products and our service – moving them both forward quite literally on a daily basis. We need this same mentality in each and every one of us.

#### How do we bring it to life?

We need to embrace a culture of self-reflection, and each of us is invited to reflect upon their own and each other's work constructively. There is always something we can improve, whether it's a concept, our magazine, an event. No-one shies away from honesty, and the only way to take a bolder and sometimes disruptive position as a team, is to express ourselves by being ourselves. If someone has a view on how something can be done better – they are encouraged to express it at the earliest possible moment, without waiting to have devised a fully formed solution. This can be difficult when work is pressured but let's listen to each other and work together, not in silos, then individual egos are replaced by a collective effort.

### Value 3: Stay connected

### **Why?**

This is a very broad value. It's really about being connected to our members and to each other, but also to the environment and to society. Our members are crucial to the success of the Institute and our chartered status means we serve the public by upholding standards, but we also need to work together as a team otherwise we will achieve little.

### **How do we bring it to life?**

We create synergies between functional teams as much as we can – even when those teams are in different parts of the country. There is no such thing as finance only does finance, or marketing that only does marketing. Everyone talks to each other and presents their ideas and work. We ask everybody their own opinion about business strategies and decisions, and respect and value those opinions– not just those with responsibility for carrying out that work. Transparency is great for motivation and giving a sense of the bigger picture. We listen to our members through regular conversations and more formally through surveys. We stay abreast of political and environment issues that affect our work.