

CIH Job Description



Job title:	Policy and public affairs manager
Department:	CIH Cymru, Devolved Nations
Reports to:	Director, CIH Cymru
Management of:	Delegated projects and staff
Location:	Cardiff
Grade:	P3
Date prepared:	10/05/2022
Job Purpose: <ul style="list-style-type: none">• To ensure delivery of high quality and timely policy analysis and research outputs from CIH Cymru• To develop and oversee policy and professional practice programmes of work• To support the director in developing robust positions and influencing national policy agendas• To ensure the effective delivery of key projects and business plan objectives	
Key responsibilities: <ol style="list-style-type: none">1. Develop and promote housing policy and professional practice in Wales, generate forward-looking policy ideas and deliver projects to support their development.2. Lead and oversee the delivery of the Tyfu Tai Cymru project in collaboration with colleagues ensuring good governance, analysis, research and influencing work and that stakeholders are fully engaged and informed.3. Manage staff team members including the Tyfu Tai Cymru manager and any placements within the team as required.4. Produce publications, briefing notes, reports, blogs and articles as a means of communicating policy and professional practice across Wales.5. Manage the production of externally commissioned research and reports, and evidence submissions to Welsh Government and Senedd Committees as required.6. Support board members to be aware of national policy developments, their implications and CIH Cymru responses, including producing reports and attending board meetings.7. Work with the director to ensure that Welsh legislative, policy context and good practice examples are adequately represented in CIH UK national work programmes, activities and publications.8. Maintain formal and informal links on behalf of CIH Cymru with relevant sections of Welsh Government and a range of other housing, national and representative organisations.9. Build positive relationships and profile for CIH Cymru with politicians and officials in the National Assembly for Wales and Welsh Government.10. Ensure that CIH Cymru works in cooperation and collaboration with other housing and related organisations by representing CIH Cymru on working groups and committees as appropriate.11. Working with the director, prepare and circulate press statements and deal with media enquiries in Wales, acting as a spokesperson for CIH Cymru on housing policy issues, and managing policy messaging on social media feeds12. Contribute to the corporate priorities of CIH Cymru and ensure the integration of policy work into learning and education, the development of seminars and conferences and other specific activities in conjunction with colleagues across the whole of CIH.13. Play an active part in CIH Cymru's management team and contribute to corporate and strategic planning activities.	



- 14. Manage delegated budgets and identify opportunities for income generation.
- 15. Any other duties as appropriate.

Knowledge, skills and experience (e=essential d= desirable)

Education	Essential/desirable
Degree level or equivalent	E
Knowledge	
Housing policy and practice	E
Wales policy environment	E
Structure and nature of Welsh government, national/local	E
Networks and sector relationships	D
Understanding of the role of a professional body and membership organisation	E
Value of evidence-based research	E
Experience	
Management/supervision experience	D
Housing sector	D
Policy environment	E
Media, presentations, public speaking	D
Research methodologies and processes	E
Working with and interpreting legislation	D
Skills and attributes	

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People, communication, and leadership skills	E
Written communication and editorial skills	E
Financial and budgeting	E
Project management	E
Presentation skills	D
Analysis, synthesis, and communication of complex issues	E
Good time management and ability to meet deadlines	E
Negotiation and influencing	D
Welsh language	D
Self-starting and organized	E
Flexible and embracing challenges	E
Driving license	E
IT Skills	E

Other information:

Some travel to meetings in Wales required and occasional UK travel.

Requirement to attain Level 2 CIH housing qualification on appointment if no housing qualification.

Signed:

Date:

Reviewed: May 2022