

# Job Description

<b>Employer:</b>	Energy UK
<b>Job title:</b>	Government Affairs Advisor, Scotland
<b>Department:</b>	Communications and Public Affairs
<b>Location:</b>	Scotland (Edinburgh) (home based)
<b>Contract:</b>	Part time / freelance – flexible (15 hours per week)
<b>Salary:</b>	Competitive + benefits
<b>Reporting to:</b>	Head of Public Affairs and Engagement (based in London)

## About Energy UK

Energy UK is the trade association for the UK energy industry representing over 90 suppliers and generators of electricity and gas for domestic and business consumers. Our members represent the truly diverse nature of the UK's energy industry - from the UK's largest energy firms to new, growing suppliers and generators, now making up over half of our membership.

Our members turn renewable energy sources as well as nuclear, gas and coal into electricity for over 27 million homes and every business in Britain. Over 637,000 people in every corner of the country rely on the sector for their jobs with many of our members providing long-term employment as well as quality apprenticeships and training for those starting their careers.

## Job purpose

The Scottish Government Affairs Advisor is responsible – in association with plans developed by the Head of Public Affairs and Engagement – for delivering the Scottish public affairs strategy of Energy UK.

The role has three key strands:

- Maintaining good working relationships with all key political stakeholders in Scotland including the Scottish Government;
- Advising and leading on Energy UK's response to relevant consultations and announcements; and
- Liaising with members and ensuring effective communication via the Energy UK Scottish Working Group.

The post holder is responsible for gathering, drafting and disseminating political intelligence to colleagues and members and providing briefing to use with stakeholders so the energy industry may respond quickly and effectively to parliamentary, regulatory and official activity. They must be able to work independently and as part of the wider Communications Division to ensure joined up public affairs across Scotland, UK and the EU.

The post holder will:

- 1) arrange; prepare for; and attend meetings/ events with, and for, key stakeholders and members as required and identified;
- 2) carry out research and brief colleagues and/or members;
- 3) monitor Scottish parliamentary activity, while understanding the UK and European level context.

The post holder will liaise with key Members of the Scottish Parliament, Government departments, regulators and other external stakeholders in Scotland. The post holder is responsible for member communication on Scottish political issues.

The post holder is expected to attend the Energy UK London office on occasion. Relevant travel costs will be paid.

## **Main duties**

### Political intelligence

- ▶ Monitoring the activities and output of Scottish political stakeholders including the Scottish Parliament, government agencies and broader stakeholder organisations
- ▶ Maintaining good working relationships and effective communications with these key stakeholders including attending meetings and producing briefings and correspondence
- ▶ Assisting with the wider public affairs work of Energy UK where relevant to a Scottish political audience
- ▶ Understanding the UK and EU political landscape

### Policy and campaigns

- ▶ Timely liaison with Energy UK colleagues and/or members to draft, clear and promote industry positions, including consultation responses
- ▶ Researching, drafting, and distribution of policy analysis on topical issues as required

### Management

- ▶ Assisting management of the Energy UK Scottish Working Group
- ▶ Liaison with Energy UK colleagues and members including bespoke political intelligence alerts to members

### Political Events

- ▶ Assisting with event planning, coordination and execution in liaison with the Head of Public Affairs and Engagement and the Energy UK events team on events for members and stakeholders [i.e. visits/ receptions/ dinners/ lunches etc]
- ▶ This will include an annual reception in the Scottish Parliament and other events on an ad hoc basis

The post holder will also carry out such other tasks as may be reasonably determined.

This post reports in to the Head of Public Affairs and Engagement and is offered on a part time or flexible (freelance) basis.

Benefits
▶ A competitive salary will be offered
▶ 25 days annual holiday plus statutory holidays
▶ Annual Season Ticket Loan
▶ A contributory pension scheme with Energy UK contributing 3% but will match contributions of up to 5%.
▶ Health and dental insurance
▶ Childcare vouchers

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	Degree level or equivalent	
Knowledge and Experience	<p>Strong working knowledge of the Scottish Government and good working relationships with key stakeholders</p> <p>Knowledge of policy processes and public affairs experience</p> <p>Awareness of key policy issues on the energy agenda in Scotland</p> <p>Knowledge of wider UK political landscape</p>	<p>Beneficial to have a background in energy.</p> <p>Knowledge of wider EU political landscape</p>
Communication Skills	<p>Strong writing and communications skills</p> <p>Excellent presentation skills</p> <p>Ability to understand and communicate complex issues</p>	
Personal Attributes	<p>Ability to work independently</p> <p>Ability to build strong relationships with stakeholders and members</p> <p>Ability to work to deadlines</p>	
Values:	<p>Can demonstrate the Energy UK values of:-</p> <ul style="list-style-type: none"> <li>▶ Integrity</li> <li>▶ Communication</li> <li>▶ Professionalism</li> </ul>	