



PERSON SPECIFICATION – ASSOCIATE – STRATEGIC ADVISORY (ENGAGEMENT)

1. SECTION 1

Job title: Associate

Department: Strategic Advisory, Engagement

2. SECTION 2: SELECTION CRITERIA

Qualification and Skills:

- A passion for Politics and an interest in the built environment
- Agency experience preferred

Key Competencies:

- Communication skills, problem solving abilities, adaptability

Requires Skills:

- Excellent written and verbal communication skills
- Self-starter, able to work on own initiative
- Team-oriented and keen to actively contribute to growth
- Solution-focused with a keen eye for detail
- Multi-tasker who enjoys working at pace and hitting deadlines

3. SOURCES OF EVIDENCE

References, tests, certificates, etc.

Right to work in the UK to be provided at application stage



JOB DESCRIPTION: ASSOCIATE – STRATEGIC ADVISORY (ENGAGEMENT)

1. SECTION 1: ROLE PROFILING

Job title: Associate

Department: Strategic Advisory, Engagement

Job purpose: manage day-to-day work on a range of strategic advisory projects at any one time, offering political insights, staying on top of emerging policy and current affairs with a focus on the built environment at the local and national level.

Contract duration: Permanent

Reports to: Director

Current Base (location): London office (Farringdon). Flexible working arrangements available.

2. SECTION 2: ACCOUNTABILITIES and RESPONSIBILITIES

- Lead day-to-day project management across a range of accounts for variety of clients, taking ownership of campaign responsibilities
- Play a key role in supporting the team's Business Plan objectives and future growth
- Work closely with wider team, including supporting more junior members of staff
- Provide strategic advice to clients on engaging with political and strategic stakeholders with a focus on the built environment
- Stay close to political landscape and policy development across Government departments, Opposition parties and relevant political institutions
- Build relationships with internal teams and key clients
- Identify new business opportunities
- Attend external networking events with the aim of securing new business and widening network
- Organise and play an active role in small and larger scale events from roundtables to panel sessions

3. SECTION 3: GENERAL RESPONSIBILITIES

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)