

Interim Senior Public Affairs Lead

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Company: Ellwood Atfield

Location: United Kingdom

Category: arts-design-entertainment-sports-and-media

The Opportunity

Our client is a major public body in the North-West of England, and they are looking for an experienced public affairs professional who will be responsible for influencing Government through building and maintaining strong relationships with influential stakeholders and through providing advice. This role includes the management of a small team to ensure a high-quality public affairs service to deliver on the organisation's aims and objectives.

Key Responsibilities

Developing public affairs strategies to influence government and promote relevant objectives

Working with national and local stakeholders, including think tanks and representative bodies to gain recognition and support for the regions's strengths and ambitions

Leading on the promotion of some high-profile priorities for the region, such as devolution, transport, or renewable energy

Support the promotion of the region to key audiences including through organising ministerial and senior civil servant visits in addition to developing high-profile events

Support the management and coordination of communications with political stakeholders including government, mainly across Westminster and Whitehall, relevant local authorities, and other stakeholders both nationally and regionally

Ensuring appropriate communication is undertaken with constituent local authorities to build

and maintain relationships

Working with the Head of Service to ensure the efficient and effective operation of the Government Relations & Public Affairs team, including day to day line management of staff and determination of work programmes.

Developing and maintaining systems to ensure good record-keeping of meetings with stakeholders and that actions are followed-up efficiently

Engaging other relevant organisations and influencers to develop common positions on important priorities

Ensuring timely summaries of key relevant developments, including budget statements, white papers, debates, and committee sessions

Producing responses to consultations and calls for evidence

Producing briefings for senior colleagues including the Metro Mayor, Chief Executive and Directors, for key meetings

Managing workload in drafting letters on behalf of these senior colleagues to Government and other key stakeholders

Assisting the servicing of out-of-hours meetings and events

Attitudes, Values, and Skills Required

Previous experience in public affairs with a strong track record of successful strategic government engagement

Previous experience in line managing members of staff or playing a lead role within a public affairs team

Excellent relationship-building skills with internal and external stakeholders

A solid understanding of the workings of Westminster and Whitehall, and ideally the structure and interaction of regional bodies with central and local government.

To apply, please submit your CV through this advert. If you require any further information on this role, please email Josh Hill on josh.h@ellwoodatfield.com, quoting the reference JH-

2403-9413.

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Our purpose is to create important and enduring relationships. We are an equal opportunities employer and promote diversity across our profession to ensure every individual has the opportunity to perform at their best. If you have not done so already, please let us know if you require any support so we can make the right adjustments and considerations should they be required.

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