

The Labour Party

Labour Party Job Description

Job Title: Head of Policy and Stakeholder Management, Office of Anneliese Dodds MP

Responsible to: Executive Director of Policy, in conjunction with the Chair of the Labour Party, Chair of the Policy Review and Shadow Secretary of State for Women and Equalities

Responsible for: Supporting the Chair in delivering Stronger Together, Labour's policy review; providing policy research, analysis and political advice on women and equalities issues to the Shadow Secretary of State; supporting the Chair of the Labour Party as required including through management of relationships with stakeholders.

Location: Labour Party Head Office and Palace of Westminster, London

Key Purpose: To manage the party's policy-making processes and party engagement.

Specific Responsibilities:

1. Organising and managing the Labour Party's policy-making institutions and processes including the National Policy Forum, the Joint Policy Committee and policy making at Annual Conference.
2. Manage and develop the work of Policy Directorate in relation to Party policy development.
3. Implement reforms to the Party's policy processes so that they engage members, elected representatives and affiliates.
4. Oversight of the drafting of a range of policy publications for internal and external consumption.
5. Developing policy networks inside the Party and liaise with regional staff in supporting local policy engagement.
6. Co-ordination of policy development work and activity at Annual Conference.
7. Effective liaison with and engagement of the Labour Frontbench team on NPF activity.
8. Effective liaison with party stakeholders including the NEC, NPF officers and policy commissions, PLP and trade unions.

He/she will be expected to work flexibly as part of the Policy Directorate.

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Person Specification

Experience (essential)

- Project management experience
- Experience of working in a fast-paced environment
- Experience of working in a political environment
- Experience of preparing written and verbal briefings
- Experience of working in a team with wide-ranging objectives

Knowledge (essential)

- Knowledge and understanding of the current political environment
- Knowledge of women and equalities policy issues

Knowledge (desirable)

- Knowledge of the Labour Party's policy development processes
- Knowledge of the Parliamentary process

Skills / abilities

- Ability to manage cross-departmental projects and processes with efficiency and sensitivity
- Ability to work proactively with a variety of stakeholders, including politicians
- Excellent verbal, written communication and interpersonal skills
- Excellent organisational and decision-making skills
- Ability to work with a high level of accuracy to tight deadlines
- Ability to prioritise own workload
- Exceptional organisational and decision-making skills to ensure very quick responses to requests from internal and external stakeholders.
- Strong political judgement

Values and behaviours

It is vital that all staff model the values and behaviours which enable a positive working culture and are part of the Labour Party's foundation.

The postholder should be able to demonstrate:

- Commitment to equality, diversity and inclusion
- Commitment to the Labour Party's goals, values, policies and codes of conduct
- Highly collaborative behaviour, able to build strong working relationships internally and externally
- Ability to work consistently to high professional standards including to accuracy, honesty, quality and evidence
- Commitment to a positive learning culture of feedback and continuous improvement
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected.

The role will require some out of hours and weekend working, and occasional travel.