

Labour Party Job Description

Job title: Head of Policy Development

Responsible to: Director of Policy

Responsible for: Coordinating the Labour Party's policy development and engagement, oversight of the National Policy Forum and Annual Conference policy processes, and other priority policy and engagement projects.

Specific responsibilities:

1. Coordinate the process to develop impactful policy in line with our political strategy, including building stakeholder networks – nationally and locally, and with a range of stakeholders from trade unions and civil society, to businesses and trade associations, to think tanks and academic – to inform both an election-winning manifesto and a programme for government, working alongside Shadow teams and Labour's central Policy Directorate.
2. Lead and coordinate the Labour Party's democratic policymaking institutions and processes including the National Policy Forum, the Joint Policy Committee, policymaking at Annual Conference and the Clause V meeting to agree the manifesto ahead of the next election.
3. Manage the work of the Policy Development Team, and the wider Policy Directorate, in relation to policy development processes, including direct line management of one Policy Development Officer and one Policy Development Coordinator.
4. Ensure the Party's policy development processes sufficiently engage members, elected representatives and affiliates to ensure the Labour Party has an election-winning platform and that NPF representatives are engaged in advocating for that platform ahead of and during the election campaign.
5. Support the Executive Director of Policy, the Director of Policy, and the Director of Manifesto in delivering other priority policy and engagement projects including proactive policy development.
6. Organise and deliver policy engagement and training events, including regional, online and in-person.
7. Effective liaison with, and engagement of, party stakeholders, including the Labour frontbench, the NEC, affiliated trade unions and socialist societies, Scottish and Welsh Labour, the Metro Mayors and local government representatives.

The Labour Party

8. Ongoing management and reform where necessary of the Party's democratic policy development processes and structures so that they are fit for purpose to take us into the next general election and beyond.
9. Take on other responsibilities as required by the Policy Directors.
10. The post holder will be expected to work flexibly as part of the Policy Directorate, including being part of on-call rotas.

Person Specification

Knowledge

- Direct and extensive knowledge of the Labour Party policymaking processes
- Good knowledge of other Labour Party bodies and stakeholders, including the National Executive Committee, the Parliamentary Labour Party and the trade union movement
- Good knowledge of Labour Party policy and the application of the Labour Party rulebook

Experience

- Organisation and management of political events
- Experience of policymaking processes and policy dissemination
- Experience of working in a high pressure environment
- Experience of developing or negotiating policy development processes
- Experience of working with budgets
- Working with a range of senior people and stakeholders and comfortable engaging with very senior political stakeholders
- Prior management experience desirable

Skills / Abilities

- Excellent verbal and written communication skills
- Excellent process delivery and project management skills
- Excellent political judgement
- A creative approach to solving problems
- Ability to work in a team framework with other managers and to motivate staff
- Ability to establish and maintain good working relationships with a range of people, including other internal Labour Party departments and politicians

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.

This role will require regular out-of-hours working and occasional travel.