

Title	Industry Affairs Executive	Job Level	3	FTE	1	Team Total	3
Core Features	<p>Ensures the more complex daily transactions of the core business within set policy and operational limits</p> <p>Typically plans from one day to up to three months ahead</p> <p>Limited supervision required with occasional reporting to/authority from manager</p>						
Aim	To develop and deliver a programme of engagement with key industry, ensure monitoring of Industry and market developments and contribute to policy development.						
Core Duties	<ol style="list-style-type: none"> 1. In conjunction with Manager, agree and implement annual stakeholder engagement plan (stakeholders include trade bodies, level 1 and 2 providers and other key industry stakeholders). 2. Prepare communications materials to support engagement plan, tailored to key audiences and market sectors – policy / guidance related. 3. Plan, co-ordinate and attend meetings and events to support all of the above. 4. Build network of key opinion formers and continuously monitor and report on industry and market developments to managers and leadership team, maintaining accurate CRM data. 5. Challenge, consult and collaborate with internal colleagues to escalate and resolve issues and drive new initiatives that enhance the stakeholder experience. 6. Continuously develop Industry / regulatory / operational knowledge to remain fully conversant with the PRS market. 7. Undertake project work and adhoc duties as required. 	Key Skills	<ol style="list-style-type: none"> 1. Experienced in stakeholder engagement activity within a commercial environment as well as analysing information and drafting guidance. 2. Relationship management, involving more complex inter-personal communication, presenting and influencing across a range of people and organisations 3. Written communications, producing consistent and high quality correspondence, experienced in drafting report narrative. 4. Possesses qualities of personal leadership involving knowledge sharing and taking action in relation to personal development 5. Critical analysis of information involving complex problem solving and decision-making using a wide-range of commercial intelligence 6. Effective judgement that involves joined up thinking, taking into account current and future impacts on the wider picture 7. Organises and executes responsibilities proactively and without prompting – project management mentality. 				
Underpinning Knowledge	Comprehensively understands the Code, the PRS industry and its technologies						<ol style="list-style-type: none"> i. Industry products and services ii. Industry value chains iii. Industry risk assessment and control iv. Code process and application v. Legal process and wider legal frameworks vi. Technology more generally
Experience	Minimum two years experience in a commercial policy driven environment involving face to face relationship management.	Quals	Minimum degree level Preference for 2:1 Hons Preference for business related degree				
Generic Requirements	Flexibility in hours and nature of duties. Carries out reasonable requests to support the business across teams and that takes account of a broader range of skills and experience. Customer centric ensuring timely and effective responses to internal and external customers at all times.						