

## Job Description

<b>Job title:</b>	Policy and Economic Analyst
<b>Reporting to:</b>	Head of Policy & External Affairs, BPA
<b>Hours of work:</b>	35 hours per week
<b>Purpose/role:</b>	To undertake analysis of legislation and regulatory costs, and oversee studies, research and member surveys that will provide the BPA with more informed information when lobbying Government for changes over certain rules. This includes environmental designations, planning applications and other things such as marine incidents and transport issues.
<b>Working relationships:</b>	Chief Executive, Head of Policy & External Affairs, Corporate Services Manager and Personal Assistant & Office Manager of the BPA, retained consultants, the Association's membership, government officials and contacts at other partner trade associations

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## Overview

The British Ports Association ([www.britishports.org.uk](http://www.britishports.org.uk)) is a trade association representing the interests of its members in a sector which plays a fundamental role in transport and the economy. UK ports handle 95% of the UK's international trade and the profile of the sector has never been higher.

We are looking for someone to join our small, dynamic team based in central London. The ideal candidate will have an analytical and rigorous approach to their work with the ability to digest and interpret information from a wide variety of sources. They will be capable of producing clear and concise conclusions from complex documents and datasets. This role will play an important role in supporting the Association's policy campaigns and wider communications with politicians, officials and industry.

Excellent analytical and written skills are essential. As a small team we also value creativity and expect the candidate to be self-motivated and able to demonstrate an ability to work independently and on their own initiative.

This is a key position within the Association, reporting to the Association's Head of Policy & External Affairs, and providing credible statistical and robust intellectual support to the Association's lobbying positions. It will also include working with the Head of Policy & External Affairs to develop the Association's Port Futures Programme – an ongoing programme of horizon scanning mini-projects and our working groups.

Some experience and interest of policy issues in the transport, freight, planning or marine environment would be an advantage but is not essential. The role will involve some travel within the UK.

**Applicants should send a covering letter and their CV to [sara.walsh@britishports.org.uk](mailto:sara.walsh@britishports.org.uk) by no later than 28 February 2019.**

**Interviews will take place on 15 & 18 March 2019.**

## **Key Areas of Responsibility**

The position comprises three main areas.

### **1. Analysis of policy, legislation and regulation**

- Reading and digesting reports and data from Government, industry and NGOs on a wide range of topics relevant to ports and summarise in a concise and understandable manner
- Keeping abreast of domestic and international policy and political developments that affect UK ports and working with colleagues to communicate these and respond in a timely manner

### **2. Oversee studies, research and member surveys**

- Working with the team to gather and develop credible and intellectually rigorous evidence and data to support the Association's policy positions
- Working with colleagues to find creative and innovative ways to present and communicate the Association's positions to Government
- Carrying out member surveys which will be used for benchmarking to encourage and share best practice within the sector

### **3. Team working and contribution to the Association's development**

- Communicating effectively with members, treating issues in a supportive and constructive way bearing in mind their diverse structures and markets
- Acting as a member of a small team, working with flexibility and enthusiasm
- Acting as an ambassador for the Association and the industry
- Assisting with the Association's various events and working group meetings

## **Person Specification**

### **Essential**

- Project focused – routinely sets objectives, anticipates contingencies, monitors progress and resolves problems, shares relevant information and keeps self-informed.
- Organisational skills – highly organised and able to develop and maintain effective administrative systems, coordinate project activities, prioritise workload and meet deadlines.
- Written communication skills – able to understand and prepare a range of documents including short reports, meeting notes, letters and information papers. Also, able to represent and interpret data in table and graphical/chart

formats. Ability to transcribe verbal information to written form quickly and efficiently. Experience with statistical software and/or GIS software would be an advantage

- Team working – a flexible approach that is responsive to demand within a small and busy team.
- Ability to work unsupervised and using own initiative.
- Outlook and demeanour – enthusiastic about and committed to the BPA vision; willing to develop self to deliver well in the role; customer focused and dedicated to providing high quality services.

### **Highly desirable**

- At least 1 years' work experience in a policy or analytical environment
- Background or experience with economics or statistics

### **Circumstances**

This role supports a national remit; regular travel to attend meetings and events can often be done within the normal working day. However, the post holder must have the flexibility to undertake some early starts / late finishes and occasional overnight stays.

### **Additional information**

- Probationary period 3 months
- Opportunity to join the staff pension scheme after satisfactory completion of probationary period
- 25 days paid holiday entitlement per year (pro-rata)
- Applicants must have the right to work in the UK

### **Contact**

Email: [sara.walsh@britishports.org.uk](mailto:sara.walsh@britishports.org.uk)

Phone: 020 7260 1780