

ROLE PROFILE

ROLE TITLE	External Affairs Manager
DEPARTMENT	People
DIRECTORATE	Orbit Group
RESPONSIBLE TO	Director of Strategy and Insight
RESPONSIBLE FOR	

ROLE PURPOSE	<i>One or two sentences giving a simple statement of why the role exists</i>
<p>Through analysis, research and staff / stakeholder engagement, to understand and assess the impact of the external environment on Orbit. To keep Boards, Executive and Leadership Team informed, and work with internal teams to develop Orbit's response to changes in the external environment.</p>	

ACCOUNTABILITIES / RESPONSIBILITIES	<i>Statement of the main areas of accountability and responsibility</i>
<ul style="list-style-type: none"> • Review and monitor the external environment, identifying impact, risks and opportunities to include government policy, the economy, competition, best practice, and innovation. • Produce timely briefing notes / papers and concise policy analysis relating to the external environment for Boards, Executive and Leadership Team, drawing out key implications and recommendations for Orbit. • Lead on drafting and co-ordinating of Group-wide responses to relevant Government and stakeholder consultations. • Work with internal teams to inform strategic and operational responses to changes in the external environment so that Orbit continues to meet customer and societal needs. • Develop and foster strong relationships with relevant external stakeholders to inform Orbit's response to changes in the external environment. • Support Orbit's national campaign and influencing work through timely and relevant policy analysis and research. • Working with the Director of Strategy and Communication and Corporate Communications Manager to coordinate influencing of MPs, local authorities, combined authorities and other key stakeholders. 	

- Provide advice and guidance on requests of senior managers and operational teams relating to Government policy or similar.
- Evaluate the social and financial impact of Orbit services in order to inform future investment and strategy. (Subject to review.)
- Responsibility for managing team member(s), including appraisal and performance management
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KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	<i>The tools needed to do the role</i>
Essential	<ul style="list-style-type: none"> • Educated to Degree level or equivalent level professional experience. • Extensive experience of preparing briefings, position papers and consultation responses. • Experience of researching a wide range of (often unfamiliar) topics. • People management experience. • Excellence knowledge and understanding of the political and policymaking process at a national, regional and local level. • Significant experience of liaising and building relationships with external stakeholders to obtain information and intelligence. • Significant knowledge and experience of using a variety of social research methods. • Excellent knowledge and understanding of the current policy and political context in which Orbit is operating. • Excellent analytical and organisational skills, as well as verbal and written communication skills. • Ability of tailoring report writing and presenting to diverse audiences. • Excellent influencing and relationship-building skills.

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	