

Independent Parliamentary Standards Authority (IPSA)
Policy Manager
Permanent, Full Time Role

£45,000

Location: Flexible working location will be considered.

Background:

The Independent Parliamentary Standards Authority (IPSA) is the independent body that regulates and administers the business costs and decides the pay and pensions of the 650 elected Members of Parliament and their staff in the United Kingdom. We were created by the Parliamentary Standards Act 2009, as the world's first independent regulator of MPs' financial remuneration.

IPSA is on a mission! We want to enable MPs to do what really matters by providing an exemplary, seamless regulatory service. We have a compelling strategy and we're intent on transforming IPSA. We are making improvements and want to boost our capacity and capabilities across the organisation, including in the policy area.

We are looking for an experienced policy professional to manage a small yet impactful policy team, including work on key regulatory reviews. This role is vital to the delivery of IPSA's ambitious corporate plan and our aims to make sure that the regulatory scheme is fit for purpose, future-proofed and meets the needs of MPs and their staff. In addition to providing policy advice to the IPSA Board and colleagues, the Policy Manager will play a key customer-facing role including engagement with MPs, their staff and other key stakeholders.

Key areas of responsibility include:

- Planning, overseeing and coordinating the delivery of complex policy reviews, including on the Scheme of MPs' Staffing and Business Costs and IPSA's Publication Policy
- Providing briefings, papers and presentations to the IPSA Board, including options and recommendations for policy change
- Working with stakeholders across the organisation and externally to ensure that policy changes are implemented successfully
- Helping to ensure that policy development is robust, evidence-based, collaborative and sensitive to operational impacts, customer needs and the external environment
- Leading the policy team's advisory service, providing timely advice to support compliance
- Line management and support of team members, and deputising for the Head of Policy as needed.

Who we are looking for:

You will have a strong understanding of the policy development process and demonstrable experience of providing policy advice in other organisations. You are comfortable using data and information from multiple sources and can formulate policy options and recommendations, taking account of complex factors.

With excellent written and verbal communication skills, you will be comfortable liaising with internal and external stakeholders at all levels, to include Executive leadership and Board members, MPs and their staff and government departments.

You can lead a team effectively and, with a sharp eye for detail, you can keep multiple pieces of work on track. As a line manager, you support and empower staff, and you can bring people together to achieve a goal.

Benefits:

- Generous holiday entitlement
- Season ticket loan
- Access to learning and development
- A culture encouraging inclusion and diversity; with LGBT+, BAME, and Green workplace groups
- Civil Service Pension
- Flexible Working

We are a high-performing organisation that respects diversity and promotes our values through all the work that we do.

How to apply:

We're committed to making IPSA a more diverse and inclusive organisation and we choose to recruit, retain and develop people with a diverse mix of skills and experience. Our inclusive workplace environment welcomes people from all backgrounds and our BAME, Green and LGBT+ networks signal our commitment to celebrate and promote diversity and sustainability.

We've adapted our recruitment process during the pandemic, and we run virtual interviews and a virtual onboarding process. Candidates who want to join our team will need access to a secure WIFI network and a private space to work from. Successful candidates will be supplied with equipment for virtual onboarding, training and working from home. Our office is located in Central London, but we are looking for people based across the UK with the right to work in the UK, with occasional travel to London required.

Our core values are Staying Connected, Seeing The Bigger Picture, Being Open, Doing The Right Thing and Making A Difference. If you share our values, then we would like to hear from you.

If you are interested in applying for this role, please send your **CV and a covering letter of a maximum of 400 words** to ipsa.recruitment@theipsa.org.uk. Please remove any reference to your:

- name and title
- educational institution names
- age and gender
- email address
- postal address and telephone number
- nationality and immigration status

Please ensure that your CV and cover letter **does not contain** any personal details which could identify you. **We may be unable to consider your application if you do not follow the application guidelines above.** When you submit your application via email to our HR team, your name and email address will only be visible to them and *not* those who will conduct the shortlisting. **The HR team will contact you if you have been shortlisted.** If you would like further information or an informal discussion please contact our HR team at HR@theipsa.org.uk

Latest Application: 10th August 2021.

We will be interviewing throughout the application window; We reserve the right to close the advert early depending on the volume of responses. Happy to talk flexible working. By applying you confirm you have the right to work in the UK and [have read our Human Resources privacy notice](#)

Job Description

Job Title:	Policy Manager	Reports to:	Head of Policy
Directorate:	Policy and Engagement		
Salary Band:	D	Salary Range:	£45,000
No. of Direct Reports:	3	No. of indirect reports	
Security Clearance:	CTC	IPSA reference:	

Job role:	
Job Purpose:	To manage the work of the policy team and facilitate delivery of regulatory reviews and other policy projects included in IPSA's corporate plan. To ensure high-quality, robust policy advice is provided across IPSA teams, feeding into excellent customer service. To deputise for the Head of Policy, liaising with internal and external stakeholders, as needed. To ensure that operational impact and customer feedback is central to the policy-making process.
Job Context:	<p>This role sits within IPSA's policy and engagement function. The Policy and Publication team provides advice to senior management and the Board on IPSA policy issues, including MPs' pay and remuneration, and are responsible for ensuring that the Scheme of MPs' Business Costs and Expenses remains up to date and fit for purpose. The team also supports IPSA's transparency objectives by managing the periodic publication of information about MPs' staffing and business costs, so that the public can see how taxpayers' money is being used.</p> <p>The role leads and coordinates work on policy development and advice, supporting colleagues in interpreting and implementing policy. The postholder interacts with all parts of IPSA, including the Executive Leadership Team and Board. This is a customer-facing role requiring engagement with MPs, their staff and key stakeholders in ensuring that IPSA's policy framework meets its strategic objectives.</p>

Key areas of responsibility:	
1.	Supporting the clear and consistent implementation of IPSA's policies through leadership of the team's advisory service, providing timely advice and background on policy intent to ensure compliance.
2.	With the Head of Policy, planning, overseeing and coordinating delivery of complex policy reviews, including on the Scheme of MPs' Staffing and Business Costs and IPSA's Publication Policy, and other policy projects as required; ensuring that changes are implemented successfully in line with both IPSA's strategic objectives and statutory obligations.

3.	Supporting team members in utilising robust and collaborative policy-making approaches to ensure that IPSA's policy framework is evidence-based, sensitive to the political environment IPSA operates within and takes account of the operational infrastructure; ensuring that internal and external sources of data, operational needs, stakeholder and public opinion are incorporated in the development of policy options.
4.	Providing advice to the Executive Leadership Team and the Board on issues relating to IPSA policy through briefings, papers and presentations, as required.
5.	Working closely with communications and engagement colleagues within the directorate to ensure that reputational and communication considerations are built into the policy process from the outset, identifying potential risk and mitigations.
6.	With the Head of Policy, developing an annual work plan, identifying priority policy areas for development and review; allocating resource and monitoring delivery to time and quality standards.
7.	Line management of three team members, including overseeing day-to-day work; providing supporting and advice; identifying and supporting learning and development opportunities; and managing performance.

Financial Management:	
Management of People:	Formal line management of three team members.
Decision Making	<ul style="list-style-type: none"> • Advice on interpretation of the Scheme rules and other policy areas. • Planning of large-scale reviews and projects. • Delegation of work to members of the Policy team.

Person specification

Education and/or professional qualifications	Degree level education or equivalent experience. Significant experience in a policy role is essential.
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Technical Competences/job specific competencies		Level
1.	A strong understanding of consultation and policy development processes, including the importance of evidence-based policy and methods of reviewing policy impact.	A
2.	Excellent written skills, with the ability to draw out key themes and convey issues, relevant evidence (including technical data), analyses, conclusions and recommendations clearly and succinctly.	A
3.	Strong analytical and problem-solving skills and sound judgement, with the ability to gather, analyse and present data and other information on a wide range of topics.	A

4.	Excellent interpersonal communications skills to effectively deal with internal and external stakeholders at all levels on complex and sensitive matters.	A
5.	Understanding of and sensitivity to the external political, social and economic environment.	A
6.	Strong numeracy skills and a good eye for detail.	B
7.	Strong organisational and time-management skills; ability to manage own workload effectively and prioritise tasks to ensure that deadlines are met; ability to work well under pressure; and strong attention to detail.	A
8.	Good IT skills and proficient in the use of MS Office applications, particular MS Excel, Word and Outlook, and the ability to learn new systems and IT skills quickly.	B
9.	Awareness of the UK parliamentary process and legislative system.	B
IPSA competences	<p>1. Working together: Team Working Communication</p> <p>2. Managing myself: Taking personal responsibility</p> <p>3. Working to deliver: Achieving results Being accountable</p> <p>4. Leadership: Supporting and leading teams</p> <p>5. Planning and resource Management Good financial management, planning and monitoring, reporting</p> <p>6. Strategy and Business Planning Preparing for the future, being aware of future potential opportunities</p>	

A=Expert knowledge

B=Enhanced knowledge

C=Competent

Job Level	Job Level Descriptor					
<p style="text-align: center;">D</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Knowledge & Skills / Experience</td> </tr> <tr> <td style="padding: 2px;">Scope of Responsibility</td> </tr> <tr> <td style="padding: 2px;">Autonomy / Decision Making</td> </tr> <tr> <td style="padding: 2px;">Resource Management</td> </tr> <tr> <td style="padding: 2px;">Interfaces</td> </tr> </table>	Knowledge & Skills / Experience	Scope of Responsibility	Autonomy / Decision Making	Resource Management	Interfaces	<ul style="list-style-type: none"> • Graduate level and may possess a fully qualified professional qualification • Considerable relevant experience within area of responsibility or specialism • Possesses an understanding of the public sector and or the regulatory environment • Alternatively has deep technical specialist knowledge for a key area within a corporate function • May be the subject matter expert for their area • Responsible for a specialist area or a broad programme • Uses depth of knowledge to inform and contribute to strategy for immediate area of responsibility • Inputs ideas to overall organisation strategy with respect to specialist area • Works independently within a framework of policies and procedures, determining their own work plan • Will make operational decisions within policies and procedures, using knowledge and experience, but will refer upwards on more complex issues if necessary • Will be able to exercise judgement and deal with a reasonable level of complexity and non-routine issues • May manage a small team • Alternatively operates in a stand-alone specialist role • Unlikely to have budgetary responsibility other than ensuring that project budgets are met • Unlikely to have any sign-off authority • Strong verbal and written communication skills • Will possess the skills to manage relationships effectively both internally with peers and the Senior Team and externally with MPs offices, service providers, contractors and the public • Maintains a level of personal credibility that ensures the reputation of the organisation is not put at risk
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Scope of Responsibility						
Autonomy / Decision Making						
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