

Job Description – Policy Lead- Northern Ireland

Reports to: Policy Director (Scotland, Wales & Northern Ireland)

Based: Home Based

Hours: Monday to Friday inclusive, from 9.00am till 5.00pm (totalling 35 hours per week).

A flexible approach to working hours is required due to the geographical nature of the area when occasional evenings and weekend work may be necessary. There will be a requirement for periodic travel to other UK offices.

Who we are.

The RHA is a member-led trade association supporting people and businesses in the road transport industry.

Find out more about us and our values on our website <https://www.rha.uk.net/>.

At the RHA we believe that through collaboration and being a supportive, trusted partner, we can achieve great things. Our hybrid working approach allows our people to work both in our office locations and at home, providing flexibility and resources to succeed in your role.

At the RHA, our Equity at work strategy is aligned to our company values and who we are. We are committed to driving inclusion for all; aspiring to create a workplace that is fully representative of the communities and members we serve.

What you'll do.

The purpose of the role is to increase the media and political profile of the RHA in Northern Ireland. The Policy Manager would be expected to source and conduct regular media interviews (TV, radio and print media) promoting the road transport industry and supporting RHA's policy positions. It is expected that increased profile will lead to an increase in membership numbers in Northern Ireland. This role will also line manage our Policy Support Officer based in Northern Ireland.

Key Tasks and Main Duties include:

- To review in conjunction with regional and policy management teams, and where necessary respond to consultations & traffic regulation orders received by the region
- Implementation and dissemination of all RHA policies within the Region
- To research and coordinate information essential to the RHA's national and regional policy, lobbying and campaigning activities with specific emphasis on NI matters
- Act as a single point of contact for all stakeholders having an interest in road transport policy, campaigns and lobbying within Northern Ireland
- To develop and maintain an effective system to coordinate and record all policy, lobbying and campaigning activity and relay that information to the relevant stakeholders
- To produce a member visitation programme to canvas member opinion and formulate appropriate policy
- To develop and sustain a portfolio of media contacts to ensure regular coverage for RHA issues
- To support and promote RHA policy issues through social media
- Where required, present policy and campaign information to the regional council
- Advising members and customers which RHA training, compliance and commercial products best suit their needs
- Highlighting PR and media opportunities to the RHA's press and media team as they arise, giving interviews where appropriate
- Providing member and customer feedback to the RHA regional operations and policy teams on related issues.

RHA Policy Managers are required to have knowledge and or experience of;

- Relevant matters under consultation from the Westminster and Stormont governments, views of other key stakeholders and the Association's policy position
- Previous experience of line management responsibility for a small team desirable but not essential

General Administration

- All media and member enquiries should be handled promptly and, when a response is not immediately possible, they should be provided with the necessary answer in the same working day.

What we offer.

We believe that taking care of our employees is the key to their success. That is why we offer an excellent remuneration and benefits package, 25 days holiday entitlement plus bank holidays for full-time employees and paid leave for charity projects. You can also purchase additional holiday.

We offer an extensive benefits package including private medical and dental insurance following completion of probation, Cycle scheme, monthly prize draw, Medicash and pension schemes.

We take pride in our commitment to supporting you at every stage of your career by providing top notch learning and development pathways.

If you require any reasonable adjustments or have an accessibility request as part of your recruitment journey, for example, extended time or breaks during interviews or assessments, a sign language interpreter, or assistive technology, please contact our HR team for further support. We are proud to be a Disability Confident Employer.



General Responsibilities:

All employees of the RHA have the following responsibilities:-

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

Training and Development

- To undertake all reasonable training, learning and development activity designed to support you in your role

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

Quality Policy

- To be responsible for the activities required to support the organisation's Quality Policy

Data Protection Policy

- To be responsible for the activities required to support the organisation's Data Protection Policy.

Employee's Signature:

Date:

Manager's Signature:

Date:

Review Date:

Date: