Job Description

Senior Policy Manager
May 2022
Welcome to Smart Energy GB. It’s our task to engage everyone in England, Scotland and Wales with the national rollout of smart meters - and we are all thrilled to have this once-in-a-career chance to communicate with the whole of our diverse nation.

Every British home and microbusiness has the opportunity to upgrade to new gas and electricity smart meters, which will utterly transform the way we all buy and use energy and pave the way to a smarter, more energy efficient future. It’s one of the biggest technological and infrastructural investments of our time, the smart meter rollout has already converted just under 40 per cent of British households. The goal for this voluntary technological upgrade is to engage every household in Great Britain, and so there is a continuing critical role for Smart Energy GB in the years ahead (government has recently indicated that Smart Energy GB’s campaign should continue until at least 2025, and potentially beyond).
Our campaign is one of the most far-reaching of any campaign in the country. We are talking to consumers from all backgrounds, across the whole of Great Britain. Our legal duties mean that we have a particular need to make sure that consumers who are harder to reach or need greater support are not left behind (already an important part of our responsibilities and likely to be an increasing focus over the period leading to 2025).

It’s an exciting time to join one of the most talented and creative teams in the country. We have an exciting mission, and we pride ourselves on having a fully inclusive working environment.

We love what we do. We are flexible, eager to learn and hugely motivated by this chance to be part of one of the biggest-ever behaviour change campaigns, which brings with it benefits for both individual households and the environment.

We’re looking forward to meeting you, and hope you’ll be as fired up about the challenge ahead as we are.

The Smart Energy GB team
53 million smart meters to rollout

Over 4 million live in social housing

Over 26 million households

2 million microbusinesses

More than 5 million people are over 75

Close to 1 million people are not proficient in English
The Smart Energy GB team

Our team culture is uniquely exciting and restless. We get out of bed in the morning because teamwork, communication and creativity will help us change the future of Great Britain. We are passionate, excited, caring, collaborative and confident.

We have offices in Cardiff, Edinburgh and London. We ensure our team is managed and developed to a high standard at Smart Energy GB. To us that means going above and beyond expectations and minimum requirements, in a way we believe makes a positive difference.

We reward our team in innovative ways, and aim to maintain a team culture where everyone is motivated by Smart Energy GB being a great place to work.

We want every member of our team to feel excited about coming to work, and that their hard work is recognised as making a difference.

We promote an inclusive, productive flexible working environment that supports our team and their families by facilitating a healthy work/life balance.

We want every new employee to feel welcome and part of the team from day one. Our comprehensive onboarding process gives new starters the opportunity to meet with every team within the organisation in an informative but informal way.

We do not believe any member of our team should have to wait to make the most of our benefits package and so these are available from their first day.

Recognised by the industry
The role

Job title: Senior Policy Manager  
Job salary: £50,000 - £55,000 per annum  
Job location: Open to applicants who are able to commute to London, Edinburgh or Cardiff  
Deadline: 8th July 2022

Purpose of the job

Sitting within the Corporate Affairs Directorate, and reporting into the Head of Policy and Public Affairs, you will be instrumental in the delivery and quality control of Smart Energy GB’s policy development.

Within Smart Energy GB, there are two primary elements to the policy function. The first is to work with internal and external stakeholders to identify potential barriers to the installation of smart meters, and any missed opportunities for their promotion. We want this role to bring forward well designed and evidenced proposals for reform of these barriers as well as creative ideas to further their promotion, from a policy perspective.

The second element is to understand the complex and ever-changing energy sector and the role of smart meters as a foundation for a net-zero future. Building on this understanding, we want to support the industry to further promote the smart net-zero vision. These policy areas are expected to include (but not necessarily be limited to) those relating to the smart meter rollout and the flexibility of the electricity system and wider energy and consumer energy policy which, if shaped correctly, could further extend the benefits that can be gained from smart meters.

To support this, you will work with the Head of Policy and Public Affairs providing strategic advice on policy impacts and approaches. You will undertake the day-to-day management of the policy function and contribute to the management of the policy budget. You will also have responsibility for the policy team’s output and act as an external spokesperson for the organisation.
Key tasks / responsibilities

- Assist the Head of Policy and Public Affairs in advising the Director of Corporate Affairs and the Senior Leadership Team on Smart Energy GB's policy programme in support of Smart Energy GB’s strategic aims

- Be a subject matter expert on the energy sector and the role of smart meters within this

- Working with internal and external stakeholders, to identify, and design, ways in which the smart meter installation environment can be improved through a policy approach

- Provide continued and innovative thought leadership for the smart meter vision and further develop the evidence base to promote smart meters as the foundation to a net-zero future. This will include the development of compelling and well-evidenced publications and other content that can be used across the industry

- Ensure that Smart Energy GB applies high-quality methodologies to develop evidence-based policy views

- Ensure that Smart Energy GB is able to communicate its policy views with clear and compelling arguments and supporting evidence; sometimes managing the communication of these views directly via the policy team and on other occasions assisting others in the organisation (such as the public affairs team or the members of the senior leadership team including the Chief Executive and the Chair) with the materials and arguments that they need to be advocates for Smart Energy GB’s policy aims

- Attend Smart Energy GB and third-party events for political and stakeholder audiences

- Deputise for the Head of Policy & Public Affairs as necessary

- Line-manage the Policy Manager

- Assist the Head of Policy and Public Affairs with the management of the policy budget

- The role will involve a certain amount of travel within Great Britain and occasional evening and weekend working
**Skills, experience and competencies**

- Experience in monitoring and analysing complex policy environments, conveying relevant impacts on an organisation, and subsequently advising on the organisation’s approach

- Experience developing policy positions and related materials, in particular, those which are based on a strong and/or sophisticated evidence base

- Experience in leading the communication of complex policy aims and broader thought leadership through clear and compelling materials and argument

- Knowledge of the policy landscape governing the smart metering rollout and/or the energy sector is desirable

- Experience in commissioning research and project management is desirable

- Creativity and innovation when communicating technical topics to varied audiences

- Excellent communication skills (verbal and written)

- Experience in line management and developing others

- Ability to act as an external ambassador and public platform and media spokesperson for Smart Energy GB

- Appreciation of the objectives and activities of Smart Energy GB

- Appreciation for the diversity of the people and communities of Great Britain and embrace this diversity in your approach to work

**Diversity**

Smart Energy GB is an equal opportunity employer and we value diversity. We use data to measure the effectiveness of our attraction and selection methods to ensure that they are fair and equitable and that opportunities at Smart Energy GB are accessible to people from all backgrounds.
We actively encourage applications from currently under-represented groups. We have identified ethnic minority, lower socio-economic background, disability and gender as the key areas we would like to focus our recruitment efforts in.

What do we do at Smart Energy GB to promote diversity and inclusion?

Every person who applies for a role at Smart Energy GB is asked to complete a diversity questionnaire and they are asked whether or not they consent to their diversity data being taken into consideration at the shortlisting stage. **Please could you complete our short questionnaire with your application** - [https://www.surveymonkey.co.uk/r/SEGBRecruitmentEDMonitoringForm2022](https://www.surveymonkey.co.uk/r/SEGBRecruitmentEDMonitoringForm2022)

1. Rooney Rule
   
   We are building a team that is able to understand the needs of and effectively communicate with the whole of our diverse nation. We want our team to reflect the diversity of the wider population, in terms of the representation of people from ethnic minority and lower socio-economic backgrounds.

   If consent is given, of the candidates who meet the essential selection criteria for the role and who are from ethnic minority or lower socio-economic backgrounds, **at least one will be shortlisted for the next stage in the recruitment process, which is usually an interview.**

2. Disability

   All disabled applicants who meet the minimum requirements of the job as set out in the job description will be guaranteed an interview, if consent is given for this data to be taken into consideration at the shortlisting stage.

   If there’s anything we can do to make our interview process or working environment more inclusive and to meet your particular needs please let us know. Our offices have full wheelchair access.

To apply for the role

Please send your CV and cover letter to: [iwanttojoin@smartenergyGB.org](mailto:iwanttojoin@smartenergyGB.org).

Smart Energy GB is an equal opportunity employer and we track equal opportunity data to make our recruitment and selection practices as inclusive as possible. **Please could you complete our short questionnaire with your application** - [https://www.surveymonkey.co.uk/r/SEGBRecruitmentEDMonitoringForm2022](https://www.surveymonkey.co.uk/r/SEGBRecruitmentEDMonitoringForm2022)
The benefits

Every member of our team goes above and beyond, helps one another out and contributes to the achievement of our ambitious goals. We think it’s only right for us to reward them accordingly:

- Competitive pension scheme
- 25 days annual leave (plus bank holidays)
- Gym memberships
- Private medical insurance
- Annual health check
- Annual eye test
- Season ticket loan
- Five annual volunteer days
- £1,000 (net) work anniversary gift
- Option to buy additional annual leave
- Option to take out a personal loan
- Cycle to work scheme
- Free standard breakfast and healthy snacks provided in the office
- An in-house wellbeing programme, Thrive