



The Governance
Institute

Job Description & Person Specification

Job Title	Policy Manager, Corporate
Contract:	Permanent
Hours:	35 hours per week
Location:	London, EC1N
Salary:	£40,000 - £45,000 per annum
Department:	Policy & Research
Reports to:	Head of Policy, Corporate

About ICSA

ICSA: The Governance Institute is the professional body for governance. With over 125 years' experience, we work with regulators and policy makers to champion high standards of governance and provide qualifications, training and guidance.

Purpose of Job

The ICSA Policy & Research team is responsible for supporting Chartered Secretaries and governance professionals in every sector of the UK economy. This is achieved by identifying and publicising ICSA's views on current issues, responding to consultations on changes to legislation and best practice, identifying topics and drafting articles and guidance notes on good practice, and undertaking research to promote the profession and the importance of good governance.

Main Responsibilities / Accountabilities

The Policy Manager, Corporate will provide support to the Head of Policy, Corporate as well as having sole responsibility for delivery of key projects and activities carried out within the department.

- Providing secretarial and administrative support to the ICSA Company Secretaries Forum and its committees and working groups.
- Identifying and responding to current key issues in the corporate sector.
- Collating expert input and drafting ICSA's formal responses to consultations.
- Obtaining expert input and drafting new guidance notes on good practice for issues identified, and updating existing guidance notes as necessary.
- Drafting articles and other comments on current issues for publication by ICSA.
- Identifying and developing relationships with people from other organisations focussed on similar issues, to contribute to the effectiveness of the department.
- Liaising with ICSA's events team, marketing and other departments to deliver seminars, conferences and programmes on current topics.
- Representing ICSA by attending conferences, seminars and other events, and through public speaking and delivering in-house training and development.

Other

- Extended working hours will be required on occasions to attend meetings and events in the evenings and/or early mornings.
- Occasional travel may be involved.
- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities may vary from the particulars of this job description.

Person Specification

Knowledge	<ul style="list-style-type: none"> • Good understanding of corporate law, company secretarial practice and corporate governance • Knowledge of policy issues in the corporate sector
Skills & Experience	<ul style="list-style-type: none"> • Ideally qualified or part-qualified as a company secretary, or wishing to qualify as a company secretary • Excellent written skills and ability to adapt appropriate writing style (report writing, minutes of meetings, drafting technical documents and more informal articles and commentary) • Ability to prioritise, manage and deliver projects independently, meet deadlines, and make sound decisions • Strong interpersonal skills with the ability to operate with credibility and confidence at all levels, and develop good working relationships both externally and internally • Capable user of Microsoft Office applications • Experience of minute taking is an advantage
Behaviours	<ul style="list-style-type: none"> • Flexible, resilient self-starter with 'can do' attitude • Calm and methodical under pressure • Willing and able to learn • Act in accordance with ICSA values of - <ul style="list-style-type: none"> ○ Transparency ○ Integrity ○ Authority
Special circumstances	<ul style="list-style-type: none"> • Able to work occasional evenings and early mornings • Occasional travel may be involved

Instructions to apply

Applications should be in the form of a full CV and supporting letter outlining how your skills and experience meet the person specification for the post. Ideally, please submit by email to jobs@icsa.org.uk by no later than 14 April 2019.