



**Evidence.  
Ideas.  
Change.**

# Application pack

## Public Affairs Manager- Public Affairs and Communications

Ref.: PAC/10/20

Location: London

Closing date: Wednesday, 23 September 2020

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:  
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Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on [odi.org](http://odi.org).

## An introduction to ODI

### Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

### What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

### Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



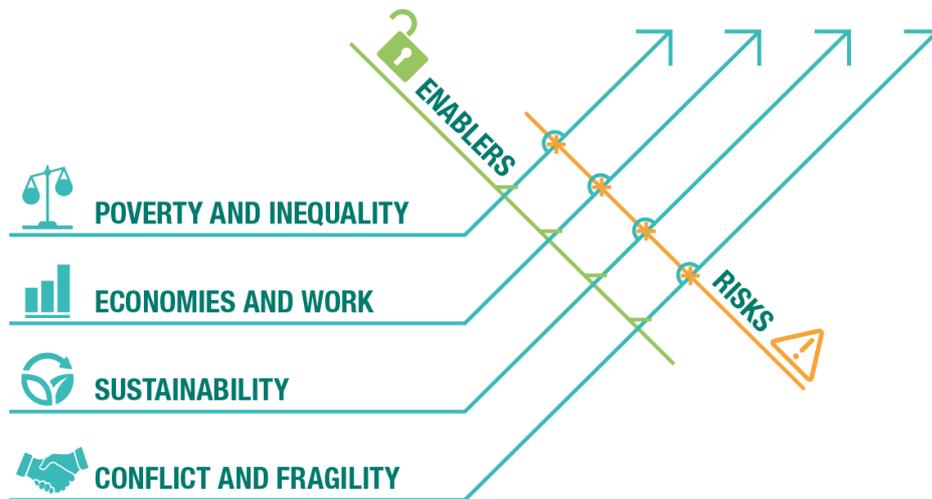
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

## Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



## Our values



### Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



### High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



### Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



### Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



### Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



### Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

## Job description

<b>Job Title:</b>	<b>Public Affairs Manager</b>
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<b>Department/Programme:</b>	<b>Public Affairs and Communications</b>
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<b>Responsible to:</b>	<b>Director of External Affairs</b>
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<b>Responsible for:</b>	<b>Media Officer Senior Communications Officers, including on Digitalisation and Risk</b>
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### Purpose of Job

This role manages ODI's public affairs programme and a small team on policy influencing and media. It leads on external horizon scanning and engagement planning, particularly with a view to ramping up our global engagement and influence in international policy processes. It leads ODI's work through the European Think Tanks Group and with the UK parliament. The post-holder works across the organisation to:

- Deliver ODI's strategic priorities
- Strengthen the impact of our externally-facing public affairs and communications work
- Promote ODI's research and experts to policy makers and key influencers
- Advise and support colleagues on strategic planning and stakeholder management

### Main duties and responsibilities

#### Public affairs and policy influencing (40%)

- Lead and deliver ODI's public affairs programme, on-going public affairs work and media engagement.
- Provide advice and support to colleagues on key projects to maximise policy impact
- Lead on regular horizon scanning on key external policy and political processes and moments, and ensure they are fed into institutional strategic planning processes
- Coordinate ODI's reactive response to external events and policy developments, including media
- Responsible for oversight of ODI media engagement, supporting delivery of the media engagement strategy and press releases

- Lead and prepare briefings, papers, memos and letters for senior external stakeholders
- Work with programme teams to support the dissemination of research and analysis, including drafting and reviewing briefings intended for specific policy and political audiences, as well as other public affairs activities
- Coordinate with the wider sector on major political and policy developments and identify opportunities to collaborate with partners and networks

### **UK politics (10%)**

- Responsible for managing outreach and engagement with key senior external stakeholders such as MPs, ministers and senior government officials.
- Lead on ODI's parliamentary engagement in the UK, including external representation to MPs and key Parliamentary Committees, and leading on engagement at party conferences. Maintain an overview of parliamentary engagement.
- Coordinate ODI's written submissions to parliamentary inquiries. Provide support to ODI experts prior to providing evidence to parliamentary committees.

#### **1.1.1.1.1 European Think Tanks Group, ETTG (20%)**

- Lead on ODI's engagement through our membership of the ETTG, including representing ODI on the ETTG Steering Group
- Act as the primary point of contact for ETTG activities and the ETTG Secretariat in Brussels
- Responsible for oversight of the ETTG project budget and management of ODI input to ETTG projects, including ETTG briefing papers, blogs and events, such as those at the European Development Days
- Coordinate ETTG communications activities and fulfilment of ODI's responsibilities as a member of ETTG

#### **1.1.1.1.2 Chief Executive external engagement (15%)**

- Lead on providing advice and support to the Chief Executive on external engagement planning.
- Work with the CEO to ramp up ODI's global engagement.
- Maintain an overview of engagement with key institutional stakeholders.
- Accompany the Executive Director to meetings and draft priority letters as required

- Work with the Executive Director's EA to advise on diary planning and handling invitations

### **Management (10%)**

- Responsible for managing the day-to-day workload and priorities of the Media Officer and Senior Communications Officers, supporting tasks as required
- Review resource needs and implement strategies to meet changing workloads of direct line reports
- Conduct appraisals, set appropriate objectives and team/institutional priorities, and monitor performance against these
- Activity manage colleagues working on public affairs priority projects as required, and co-ordinate external consultants and suppliers if needed

### **Other duties (5%):**

- Track ODI's public affairs outputs and high-level responses
- Provide advice to colleagues on political engagement at the UK, EU and international level
- Participate in ODI's comms planning and weekly meetings
- Provide ad hoc support to ODI's institutional events programme
- Play an active role both in the team and across the institute to ensure delivery of our strategic objectives

## **Person Specification**

### **Essential**

#### ***Knowledge and Qualification***

- Educated to degree level in a relevant field

#### ***Experience***

- Substantial experience in a comparable post in public affairs
- Line management
- Track record in delivering influential public affairs and policy influencing strategies, with demonstrable success

- Media and press experience
- Ability to draw up ambitious but realistic public affairs plans, aimed at achieving high impact with the appropriate audiences
- Experience of engagement with senior external stakeholders, both political and policy, in the UK, EU and internationally
- Extensive knowledge of UK government, parliamentary processes and procedures
- Excellent writing skills, and the ability to summarise research information in clear, non-specialist language
- Strong communications skills, including press and media, social media, digital platforms and web content best practice
- Ability to work collegially with researchers, helping to shape research communications for target audiences
- Excellent IT and data management skills, including Microsoft Office
- Strong attention to detail
- Self-starter – ability to generate plans and ideas and carry them through to completion
- Excellent interpersonal skills including the ability to liaise and communicate confidently and diplomatically with stakeholders and colleagues at all levels of seniority and from different cultures
- Excellent project management, organisational and prioritisation skills
- Ability to work to strict deadlines and under pressure
- Ability to work on own initiative and as part of a team
- Experience of managing relationships with external agencies and freelancers
- Ability to quickly pick up new softwares and tools; willingness to learn new skills
- Understanding of international and current affairs as well as UK, EU and international policy processes

### **Desirable**

- Experience in research communications
- Other languages
- Experience of working in political contexts outside the UK, particularly the EU or UN

### **Key relationships and contacts**

- Director of External Affairs
- Directors of Programmes and Departments, members of the senior leadership team
- Events Manager
- Media Officer and Senior Communications Officers
- Public Affairs and Communications team members
- Public Affairs and Communications staff and researchers in research programmes
- Central facilities team, audio-visual team
- External contacts

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**All staff are expected to:**

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

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## Application process

**ODI job site:** <https://jobs.odi.org.uk>

**Closing date:** The closing date for receipt of applications is midnight, UK time, on: **Wednesday, 23 September 2020**

**Expenses:** It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

## Terms of employment

**Location:** ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

**Salary:** £41,575–£51,466 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

**Hours:** 09:30–17:30, Monday to Friday, 35 hours per week.

**Contract: Open Ended (Permanent)** All contracts of employment are subject to a six-month probationary period.

**Leave:** 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

**Pension:** The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS). [www.usshq.co.uk](http://www.usshq.co.uk)

**Union:** ODI recognises UNITE and all staff have the right to become members.

## Additional benefits

**Loans:** The Institute offers an interest-free season ticket loan on completion of probationary period.

**Cycle to Work Scheme:** Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

**Employee assistance programme:** Confidential Health and wellbeing support.

**Flexible working options:** Support in maintaining a healthy work-life balance.

**Maternity, paternity and adoption leave:** Enhanced pay for eligible employees after a qualifying period.

**Relocation:** Assistance is available towards employees who have been recruited from a place outside the UK.

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## Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



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