

## **Policy Advisor**

### **Job Purpose:**

The Policy Advisor will be responsible for supporting the development and reviewing of policies that support the strategic objectives of Accent. This role will support the Senior Policy Advisor with extensive research, stakeholder engagement, and the creation of evidence-based policy recommendations to ensure that Accent meets its regulatory and legislative requirements, enhances service delivery, and promotes sustainable housing solutions. To be successful the Policy Advisor will need to work closely with the Senior Policy Advisor to ensure policies are fit for purpose, understood, and followed by all relevant colleagues.

### **Key Responsibilities:**

#### **Policy Development and Implementation:**

- Responsible for supporting the management of the organisation's Policy Framework, participating in policy reviews ensuring they are undertaken on-time and in accordance with Accent's policy development and approval process.
- Work with the Senior Policy Advisor to produce clear, well written policies and procedures which are accessible across all relevant internal and external communication channels.
- Participate in the development and review of policies related to housing and asset management, customer services, community engagement, sustainability, and other relevant areas.
- Ensure policies align with Accent's strategic goals and comply with current legislation and regulatory standards.
- Collaborate with the Senior Policy Advisor to identify policy priorities and ensure policies are implemented effectively.

#### **Research and Analysis:**

- Conduct comprehensive research and analysis on housing trends, legislative and regulation changes, and best practices.
- Support the production of detailed reports and policy briefs to inform decision-making and strategic planning.
- Utilise data and analytics to evaluate the impact of existing policies and recommend improvements.

#### **Stakeholder Engagement:**

- Engage with internal and external stakeholders, including customers, community groups, local authorities, and industry bodies.
- Participate in consultations, focus groups, and surveys to gather input and feedback on policy proposals.
- Represent Accent at industry events, forums, and meetings.

#### **Monitoring and Evaluation:**

- Work with Senior Policy Advisor to develop and maintain a robust framework for monitoring the implementation and effectiveness of policies.

- Regularly support the review and updating of policies to ensure they remain relevant and effective.
- Report on policy outcomes and provide recommendations for continuous improvement.

#### **Advocacy and Representation:**

- Support with the Senior Policy Advisor to prepare to Advocate for Accent’s interests in policy discussions and negotiations with government agencies, regulators, and other stakeholders.
- Support the preparation of responses to government consultations and inquiries.

#### **Communication and Training:**

- Support with the development of clear and concise communication materials to explain policy changes and their implications to colleagues, tenants, and other stakeholders.
- Provide training and support to colleagues on policy implementation and compliance.
- Create awareness campaigns to educate tenants and communities about policy initiatives and their benefits.

#### **Qualifications and Experience:**

##### **Essential:**

- Proven experience in policy development, research, and analysis within the housing sector or a related field.
- Strong understanding of housing legislation, regulations, and best practices.
- Excellent analytical, writing, and communication skills.
- Ability to work collaboratively with a wide range of stakeholders.
- Strong project management skills and the ability to manage multiple priorities.

##### **Desirable:**

- Degree in Public Policy, Social Policy, Housing, or a related field, or other relevant experience.
- Experience working in a housing association or similar organisation.
- Knowledge of community engagement and tenant participation strategies.
- Proficiency in data analysis and interpretation.

#### **Key Competencies:**

- **Strategic Thinking:** Ability to support the team and develop policies that align with the organisation’s long-term strategic goals
- **Communication:** Excellent written and verbal communication skills, with the ability to convey complex information clearly and persuasively.
- **Collaboration:** Strong interpersonal skills and the ability to work effectively with diverse groups of people.
- **Analytical Skills:** Good research and analytical skills to understand data and support development of evidence-based policy recommendations.
- **Attention to Detail:** High level of accuracy and attention to detail in all aspects of work.
- **Adaptability:** Ability to adapt to changing circumstances and respond effectively to new challenges.

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This job description outlines the main duties and responsibilities of the role of a Policy Advisor in Accent. It is not an exhaustive list, and the role may require additional responsibilities as necessary.