

Senior Policy Advisor

Job Purpose:

The Senior Policy Advisor will be responsible for providing professional support to the development and review of policies that support the strategic objectives of Accent. This role will involve extensive research and strategic horizon scanning to pre-empt proposed regulatory changes, 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 Senior Policy Advisor will need to work closely with senior business leaders across the organisation to ensure policies are fit for purpose, understood, and followed by all relevant colleagues.

Key Responsibilities:

Policy Development and Implementation:

- Responsible for managing the organisation's Policy Framework, ensuring policy reviews are undertaken on-time and in accordance with Accent's policy development and approval process.
- Work with senior operational managers to produce clear, well written policies and procedures which are accessible across all relevant internal and external communication channels.
- Develop and review policies related to housing and asset management, customer services, community engagement, sustainability, and provide professional support and advice to other business areas..
- Ensure policies align with Accent's strategic goals and comply with current legislation and regulatory standards.
- Collaborate with senior management and other stakeholders 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, and link with other Accent teams to embed this.
- Produce 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.
- Facilitate consultations, focus groups, and surveys to gather input and feedback on policy proposals.
- Represent Accent at industry events, forums, and meetings.

Monitoring and Evaluation:

- Develop and maintain a robust framework for monitoring the implementation and effectiveness of policies and procedures.

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

Advocacy and Representation:

- Advocate for Accent’s interests in policy discussions and negotiations with government agencies, regulators, and other stakeholders.
- Prepare and submit responses to government consultations and inquiries.
- Build and maintain strong relationships with key influencers and policymakers.

Communication and Training:

- Develop 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.
- Work with the Comms team to create awareness campaigns to educate tenants and communities about policy initiatives and their benefits.
- Work closely with the external affairs team to provide policy insight to shape campaigning and positioning comms strategies.

Qualifications and Experience:

Essential:

- Degree in Public Policy, Social Policy, Housing, or a related field, or other relevant experience.
- 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:

- 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 think strategically and develop policies that align with the organisation’s long-term 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:** Strong research and analytical skills to interpret data and develop 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.

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