

POLICY & RESEARCH MANAGER

Creative UK is the independent network for the UK Creative Industries. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured. We have established an authentic voice which represents, promotes and enhances the interests of the UK's world-leading creative sector through high-profile public campaigning and representations to national, devolved and local governments and parliaments. This is made possible through convening, mobilising and partnering with an influential and diverse mix of creative organisations, creators, education providers, trade bodies and unions across the UK that make up our membership.

Our Policy & Research Manager will have a passion for policy and research, an ability to develop evidence-based arguments and solutions, a clear and compelling writing style and the ability to interrogate the impact Creative UK makes through its advocacy, policy development, direct support and investment to businesses and organisations across creative industries. This role involves working with influential colleagues and industry champions to produce policy briefings and submissions on key topics impacting the creative sector and to develop policy proposals supporting growth and sustainability. This means working across all areas of policy, with a core focus on areas that are top priorities for the sector. To help ground this work, you'll have the opportunity to account manage a diverse range of members across the creative sector.

You'll join a fast-paced Policy, Public Affairs and Research team developing insight and engaging decision-makers to positively impact the cultural organisations, creative businesses and talent we engage with every day. You'll have an analytical mind focused on identifying solutions, with an ability to see the stories behind the data - translating complex research into clear policy insights and recommendations. You should have a strong interest in, and passion for, the sector and will act as a key advisor to the CEO, the Director of Policy & Engagement and the wider leadership team.

In return you will have the opportunity to work directly with the most influential creative individuals and organisations from across the UK's creative industries - from advertising, art and architecture through to fashion, film, heritage, publishing, theatre and video games.

LOCATION*: Greater Manchester, Bristol or Central London.

STARTING SALARY: £35,000 + benefits

CONTRACT: 2-year initial fixed term full time, scope to become permanent

REPORTS TO: Director of Policy and Engagement

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link** to jobs@wearecreative.uk by **26th April 2023 midday**. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place w/c 8th May 2023. **Creative UK operates Hybrid working with an expectation for employees to work 1-2 days per week in a workspace. ** Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

CORE FUNCTIONS

- Undertake policy development and research on the Creative Industries across the UK, working with members and stakeholders in order to raise the profile of the sector, support growth and respond to priority issues that affect the sector and our membership.
- Produce and manage a Creative Industries 'positioning and evidence bank', including statistics, to help support policy, public affairs, membership and other engagement activity.
- Liaise and meet with stakeholders, officials and decision-makers across government, devolved bodies and across industry on policy development and influencing, research and data in conjunction with Director of Policy & Engagement and the Policy & Public Affairs Manager
- Present evidence-based policy positioning, research and data at relevant roundtables, member network meetings, events, UK Council and Board meetings
- Manage membership accounts, including commissioning and publishing policy research.

KEY AREAS OF RESPONSIBILITY

POLICY

Drive effective stakeholder engagement and member consultation on policy development to ensure policy work is informed by the external climate, and by members, and alongside stakeholders across the sector, reflecting all regions and nations of the UK within international context.

Shaping and steering policy submissions, presenting compelling narrative drawn from evidence.

Develop cutting-edge policy positions and messaging which provide credible solutions to a range of key issues, drawing on the UK and international evidence base

Drafting policy briefings, consultations and reports on key issues, working closely with the Policy and Public Affairs Manager to ensure content is concise, evidence based and tailored to the needs of the intended audience.

Work closely with policy and research partners, and colleagues, gathering meaningful insights into the pressing issues facing the creative industries in order to develop policy solutions which respond to these issues.

Effective account management of key Creative UK Federation members, including good stakeholder engagement practice such as regularly updating the Hubspot Customer Relationship Management (CRM) system and the wider team as part of taking coordinated approaches to supporting members.

Monitoring UK Government and devolved administrations parliamentary activity, briefing colleagues and recommending actions through policy-led proposals.

RESEARCH

Compile existing evidence and develop original and robust research and data to inform our policy, advocacy and campaigning work, ensuring it accurately represents the breadth and diversity of our sector.

Support with gathering and analysing quantitative and qualitative data on internal performance to help inform business planning and stakeholder reporting, including demonstrating the socio-economic impact of the UK creative industries.

Design, manage and analyse a range of member and sector data, informing data shared directly with governments, devolved bodies and across industry, including through key outputs such as publication of reports.

Respond to research queries by both conducting secondary research and connecting industry to relevant data and evidence.

To be an ambassador for the company; maintaining a professional approach always, sustaining visibility and networking by attending relevant events and public speaking opportunities

Ensure the company meets all its statutory requirements in relation to the GDPR

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

Required Experience, Knowledge and Skills**Essential**

- Self-starter who is confident working with people from a wide range of backgrounds
- Able to work effectively across a variety of policy topics in coherent and impactful ways
- Effective relating to leaders in arms-length bodies, government departments, cultural institutions, trade bodies, commercial organisations, professionals, researchers and funding partners
- Constructive critical thinking, while taking credible and pragmatic approaches to getting things done
- Independent and well networked, with a passion for stakeholder engagement and management
- Act and speak with confidence and courage, curious to learn about the work of our members and the wider creative community.
- Strong communicator operating from the perspective that influence comes from sharing insight and values
- Entrepreneurial and comfortable working in a fast-paced and high-performing team
- Strategic thinking, engaging creatively to identify and define alternatives and options as part of the problem-solving process
- Consistent application of project management principles in ways of working

Research & Evaluation

- A strong interest in academic research for application in real-world context
- A solid grounding in qualitative, quantitative and mixed method research methodology
- Analytical skills; demonstrable experience using Excel, survey and CRM tools
- Ability to source, analyse and present robust empirical data that stands up to scrutiny.
- Experience in designing, managing, and delivering a evaluation approaches
- Experience of producing management reports

Other

- A strong commitment to Equality, Diversity & Inclusion

OUR VALUES

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; how we do things is just as important as what we do.

- We join the dots; collaboration is in our DNA
- We support and empower; we are here to make a difference
- We are curious, open & honest
- We celebrate difference & value equality of opportunity

Our core competencies are aligned to our values. Our people performance is measured across:

- Accountability
- Adaptability
- Communication & Self Awareness
- Working collaboratively & inclusively
- Business Acumen

OUR PEOPLE PERKS

- ✓ Flexible hybrid working
- ✓ Pension enrolment from 3 months service
- ✓ Cycle 2 Work scheme, in partnership with Halfords
- ✓ Benefits hub, discounts across a broad range of partners
- ✓ Employee Assistance Programme, Health Assured
- ✓ Mental Health Guardians
- ✓ Summer Fridays, finish at 3pm every Friday throughout July & August
- ✓ Your birthday off as paid leave
- ✓ Extra days off over the annual festive period
- ✓ 2 paid volunteer days per year to give something back to the community

Diversity changes everything

We celebrate difference – respecting the humanity and creativity in everyone. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents and physical and cognitive differences.