



Role Profile

| The Role | | | |
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| Role Title: | Senior Policy Manager | Reporting to (job): | Assistant Director, Policy, Advocacy and Evidence |
| Legacy job titles covered by this role profile: | | Jobs that typically report into this role: | None |
| Function / Org Unit | Policy, Prevention and Campaigns | Job Number: <i>(to be assigned by Reward)</i> | |
| Base and travel | Flexible mix of homeworking, attendance at London and Southeast offices and regular national travel. | Band <i>(to be assigned by Reward)</i> | |
| Role Dimensions | | | |
| Number of direct reports | 0 | Manager/Individual Contributor: | Individual |
| Number of dotted line reports | 0 | Budget (Operating/Capital) | |
| Total No of Reporting Staff (include all direct and indirect reports) | 0 | Decision Making Authority & Responsibility for Resources | This role is an implementation role, so will have responsibility for ensuring funds are spent well and as per plans, but wont be decision making on the allocation of funds. |
| Working Environment | DSE User | | |
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| Role Purpose | Implementation and delivery of a range of policy projects from responsive, small-scale initiatives to major projects. Specific responsibility for the delivery of the Thought Leadership programme. | | |

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| | <p>Ensures buy in, input and awareness of policy projects across the organisation, including subject matter leaders within the PPC dept.</p> <p>With support from the Assistant Director Policy, Advocacy and Evidence, takes responsibility for developing evaluation and management information models for the dept, and gathering the data to input into these models.</p> |
| Principal Accountabilities | <ul style="list-style-type: none"> • Accountable for delivery of policy projects of differing scales, duration and impact. • Ensures these projects are delivered well, to provide quality policy evidence and impactful results • Accountable for management information and evaluation (of specified projects) being accurate, timely and purposeful • Maintains and develops strong relationship with external suppliers in the research, policy and evidence field • Manages commissioned suppliers to deliver on time, budget and to brief • Maintains and overview of the policy landscape as relevant to animal welfare and suggests policy interventions which could advance our mission • Supports Assistant Directors and Heads Of Department by providing policy capacity on a project basis. |
| Key Interfaces | <ul style="list-style-type: none"> • Other NGOs in the animal welfare sector and beyond. • Trade bodies e.g. NFU • Universities and academia • Think Tanks • Professional organisations e.g. BVA • Internal relationships across the organisation |
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| The Person | |
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| Personal Attributes and Key Competencies | <ul style="list-style-type: none"> ● Planning, action orientation & results driven – Organises and prioritises work, with a clear readiness to implement decisions, take the initiative and focus on delivery. Seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that affect output, outcomes and impact, whatever the organisational level of the role. Leads the delivery of some major project for the organisation. ● Quality orientation - Delivers work to high standards and seeks continuous improvement in those standards ● Influencing & engagement – Ability to influence, motivate and empower others in order to reach organisational goals. Solid negotiation skills. Will recognise the value of sharing ideas, knowledge and information with others and take personal responsibility for doing so. Works for a win-win outcome when resolving differences. ● Oral and written communication - Writes and speaks fluently and persuasively and is able to deliver arguments in a compelling manner to influence both individuals and groups. ● Flexibility and resilience - Successfully adapts to changing demands and conditions. Maintains effective work behaviour in the face of setbacks or pressure. ● Personal motivation - Commits self to work hard towards goals. Shows enthusiasm and career commitment with personal energy, enthusiasm and willingness to learn. |
| Essential Key Skills, Qualifications & Experience | <ul style="list-style-type: none"> ● Degree or equivalent relevant qualification ● Experience of building and managing constructive working relationships with relevant stakeholders in government, industry and academia ● Experience of commissioning and utilising research and supporting research teams (internal and external). ● Experience of influencing policy/decision makers ● Experience of influencing work in the UK, or internationally, which has contributed to a change to policy or legislation. ● Ability to translate complex subject material into digestible and compelling arguments orally and in written form ● Ability to manage complex projects of significant scale |

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| Desirable Key Skills Qualification & Experience | <ul style="list-style-type: none"> • Contacts base in industry and academia • Portfolio of reports/policy provocations/briefings produced for policy audiences • Experience of working in a role integral to the development of government policy • Awareness and understanding of the work of the RSPCA in general and demonstrable commitment to animal welfare and to the Society's aims, policies and ethos |
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| Personal commitment to: | <ul style="list-style-type: none"> • Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals. • Take care of their own health and safety and that of others who may be affected by their acts and omissions. • Uphold the RSPCA's core values • Cooperate with Society policies and procedures • Understand and comply with any Society Code of Conduct. |
| RSPCA Core Values | <p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p> <p>We are compassionate: we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p> <p>We are inspirational: we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p> <p>We are committed: we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> |

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| | <p>We are expert: we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> |
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| | <p>We act with integrity: we are honest and trustworthy, we act with integrity, we do what's right.</p> |
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