

## Job Description and Person Specification

Job Title:	Economic Policy Advisor	Job Ref:	EPA18
Department / Team:	Policy Team	Grade: Salary:	Competitive, in line with experience
Location:	IPSE HQ, Westminster, London	Hours:	Full Time: 35 hours per week with occasional out-of-hours / weekend work
Responsible To:	Deputy Director of Policy & External Affairs	Responsible for:	No line management responsibilities at this time
<p>Context: Will be part of a sociable team of nine and will be expected to assist in that team to achieve the goals of IPSE's overall strategy and that of the External Affairs Strategy.</p> <p>The role will be suitable for candidates with 3 to 5 years relevant experience</p>			
Main Purpose of Job:			
<p>To support the policy and public affairs team by:</p> <ul style="list-style-type: none"> <li>• undertaking research and economic analysis;</li> <li>• writing policy briefs, articles and reports;</li> <li>• responding to relevant consultations and requests for information;</li> <li>• providing an economic underpinning to IPSE's policy work;</li> <li>• calculating fiscal impacts of policy proposals;</li> <li>• assisting in developing and promoting public understanding of the role of freelancers and the self-employed in the economy;</li> <li>• leading on gig economy policy work</li> </ul>			
Main Duties and Responsibilities			%
<ul style="list-style-type: none"> <li>• Produce economically robust policy and political analysis for use in both internal and external communication</li> <li>• Undertake relevant research and analysis as required, and be able to deliver this research in a coherent way to a variety of audiences</li> <li>• Compile monthly macroeconomic reports with special focus on freelancing</li> <li>• Compile IPSE's quarterly survey report</li> <li>• Write substantive policy and economic reports on specific issues</li> <li>• Take responsibility for specific policy areas - particularly the gig / platform economy - and work with leading academics, think tanks and economists</li> <li>• Respond to relevant consultations by Government and other key bodies</li> <li>• Support the public affairs and policy team when responding to and providing written analysis of major set piece events such the Budget and Spring Statement</li> <li>• Work with the public affairs and policy team to produce economically coherent proposals</li> <li>• Generate new ideas and initiatives to promote the value of the self-employed in the economy</li> <li>• Build relationships with external stakeholders</li> <li>• Represent IPSE in the media on economic issues</li> <li>• Develop written material for external use and ensure those published are updated as required</li> </ul>			

<ul style="list-style-type: none"> <li>• Generate content for the IPSE e-newsletter, IPSE Magazine and the Policy blog when required</li> <li>• Give presentations when required</li> <li>• Attend IPSE meetings and external meetings when required</li> <li>• Attend the Party Conferences if required</li> </ul>	
Education, Qualifications and Training:	Essential/Desirable
Degree in Economics (or Economics with other subjects). Economics and Politics would be ideal	Essential
Knowledge and Experience:	Essential/Desirable
Good knowledge of politics and economics and its effects on public policy.	Essential
Excellent understanding of the UK Parliament and political system.	Desirable
Knowledge of the UK tax system	Desirable
Familiarity with BIES, DWP and Treasury issues affecting small businesses	Desirable
Experience of costing or analysing policy proposals from an economic perspective	Essential
Experience of writing policy papers, economic reports, briefings or similar for a variety of audiences including senior executives, politicians and the public	Desirable
Experience of working in a policy or public affairs environment	Desirable
Experience of stakeholder engagement and relationship management	Desirable
Person Specification:	Essential/Desirable
Ability to write clearly and concisely for a range of different audiences	Essential
Flexible approach to the work	Essential
Willingness to take ownership of issues and brief the rest of the team clearly, and work alongside the team as requested	Essential
Ability to prioritise and work to tight deadlines	Essential
Good IT skills, particularly Word, Excel and PowerPoint	Essential
Strong analytical skills. You will be expected to provide the economic underpinning to the policy team	Essential