



**Scottish Federation of
Housing Associations**

Policy Lead – Building Safety & Development

Salary:	£48,367
Responsible to:	Policy Manager
Type of Position:	12 month Secondment - Glasgow/Hybrid Working
Annual Leave:	29 Days & 10 Public Holidays (pro rata)

Job Profile

As a Policy Lead at SFHA, you will play a key role in leading our policy work as we help our members navigate our three strategic priorities: *Delivering and Managing Affordable Homes, Poverty and Inequality, The Climate Emergency*. In this role, you will work with colleagues to represent the housing associations and co-operative sector in Scotland and be expected to lobby and influence government and key decision makers in the public, private and third sectors to create a positive operating environment for our members.

Although you'll work flexibly across policy areas where needed, in this role you'll have a particular focus on issues around developing new homes, and building safety and maintenance, and will be responsible for engaging with our members on matters that impact on the delivery of new homes and maintaining existing stock.

As a part of the policy team, you will have a key role in supporting the delivery of our organisational strategy, ensuring we develop policy in partnership with our members, and helping us to tell the sector's story to key partners. As well as commissioning research, writing reports, representing our members in key forums and keeping members and staff abreast of relevant policy developments, you will recognise the multiple ways in which the SFHA can influence change and provide support to our members. This will mean working closely with colleagues in our Public Affairs, Communications and Member Solutions teams to deliver results and also our Events team to programme conferences and webinars. You will need to be adaptable and agile, with an ability to respond to a fast-paced policy environment, prioritising as appropriate to ensure that you can react swiftly to events which in turn enables members' interests to be championed. You will lead on one or more designated policy areas, which will be agreed and reviewed regularly as priorities shift.

Role Outline

Policy

- Work collaboratively with colleagues from all teams across the organisation to support the delivery of our organisational strategy
- Take the lead on development and building safety and maintenance, but also moving between policy areas if required
- Work with the events team to programme events in relation to development and building safety and maintenance
- Work with chairs to development, organise and deliver regular online forums on development and building safety and maintenance
- Oversee the development of strategic policy positions in relation to your areas of work, and work with colleagues across the organisation to positively influence change in this area
- Deliver on the organisation's robust and transparent policy development process
- Develop and produce high quality briefings and reports to influence key audiences and raise awareness of key issues with members
- Brief senior colleagues in the organisation on strategic policy priorities, key risks, and opportunities for engagement and influencing
- Oversee the development and writing of impactful responses to key Parliamentary inquiries and Government consultations, built on robust evidence and consultation with members

Members

- Provide presentations and interviews to relevant audiences on behalf of SFHA, including at conferences, seminars and for broadcast and print media, where required
- Where appropriate, deputise for the Policy Manager and policy colleagues on issues related to policy and influencing and other matters where required

Research

- Commission and manage significant pieces of qualitative and quantitative research which support our overall policy and influencing objectives
- Undertake pieces of qualitative and quantitative research through a variety of channels and methods to support our overall policy and influencing objectives

Relationships

- Develop and maintain strong working relationships with key audiences required to influence change in policy. This will include civil servants, special advisers and partner organisations in the third, private and public sectors.
- Develop and maintain strong working relationships with SFHA's member organisations, ensuring that you consult closely with them on all areas of work
- Oversee the successful delivery of SFHA's member forums, as agreed with the Policy Manager
- Facilitate ad hoc opportunities for members of SFHA to engage in the development of guidance and policy positions as required

- Develop a clear understanding of the wider policy landscape by maintaining senior relationships with partner organisations and understanding how their priorities interact with our own

Leadership

- Model behaviours which reflect the values of the organisation, and play your part in ensuring the culture of the Policy Team is inclusive and engaged
- Support the Policy Manager and Public Affairs and Media Manager to effectively and appropriately delegate work to the External Affairs Co-ordinator and Policy Co-Ordinator

Other Duties

- Work with colleagues across the organisation to identify opportunities and provide content for events programmes and external communications
- Develop and maintain an up-to-date knowledge of current affairs, policy and research, and the work of housing associations to stay in touch with relevant policy areas
- Work collaboratively with the Policy Manager to identify opportunities for your own training and development needs and those of your team
- Oversee the development and updating of transparent and effective work plans for key projects and areas of work within your remit
- Pro-actively contribute to the achievement and development of SFHA's wider business objectives, providing support and guidance as required across the wider SFHA team
- Ensure compliance with and implementation of the SFHA's policies including those relating to health and safety, emergency procedures, equal opportunities, code of conduct and disciplinary procedures
- Undertake any other duties considered reasonable within the scope and purpose of the post as may be instructed by the Executive Team or your line manager
- A willingness to travel within Scotland is a key pre-requisite as our members span from the Highlands and Islands to the Borders and flexibility is required to accommodate overnight events and meetings.

Personal Specification

Essential

- Understanding of the political environment and the workings of the Scottish Government and Scottish Parliament
- A relevant degree or equivalent professional experience in policy development, research or external affairs
- An understanding of the strategic context in which housing associations operate, and the challenges they face, OR, an ability and willingness to grasp complex issues quickly and learn about housing issues
- An excellent standard of written communication and an ability to reach a variety of audiences
- A high standard of verbal communication, and an ability to reach both in person and virtual audiences in an engaging way
- Ability to work methodically and accurately, with excellent attention to detail and robust time-management skills

- Strong inter-personal skills and an ability develop and maintain relationships with colleagues and partner organisations
- Strong negotiation skills, and an ability to navigate complex, ambiguous and sometimes conflicting issues
- Excellent project management skills and a proven ability to prioritise
- Ability to gather, understand and analyse data and information from a variety of sources

Desirable

- Experience of working for and with housing associations
- An understanding of the issues that impact on affordable housing development and maintaining existing stock
- Competent in the use of MS Office packages