



Senior Policy Executive

Job Description.

About the Role

Pact is the highly successful and influential UK screen sector trade body which represents and supports independent production and distribution companies. Pact's Policy team plays a key part in the highly effective lobbying and campaigning activities that the organisation carries out on behalf of UK independent producers. Our aim is always to achieve the best economic, regulatory and legislative environment for our members to do business in.

We're looking for a proactive and confident Senior Policy Executive to join our small, collaborative team. This role is ideal for someone who enjoys working across different policy areas, thrives in a fast-paced environment, and is keen to take ownership of projects within our policy and public affairs work. You'll play a key role in shaping policy positions, building strong stakeholder relationships, and driving effective coordination across the organisation to ensure we deliver timely, influential policy outcomes.

It is an exciting time to join Pact as several major policy discussions are due to be kicked off in the coming months including the BBC Charter Renewal and a review of broadcasting regulation.

The key responsibilities of the role include:

- Leading the development and articulation of Pact's policy positions related to Nations and Regions and Children's and Animation, including researching and drafting written submissions, reports, working closely with the Chief Executive, Director of Policy and other Pact executives.
- Liaising closely and regularly with Pact's Director of Nations and Regions and Pact Council Nations Representatives on policy objectives relating to the Nations and Regions.
- Providing administrative support for Pact working groups including drafting of minutes, and providing research support for working papers (Children's and Animation, Pact Council).
- Drafting Parliamentary briefings for Chief Executive, Pact Council members and others where appropriate.

- Monitoring of broadcaster annual reports and relevant regulatory publications by Ofcom.
- Monitoring of Parliamentary debates, Committee meetings and other Parliamentary updates including legislation, changes in Parliamentary Committee members and Government consultations.
- Developing and maintaining relationships with key stakeholders on policy areas relating to Nations and Regions and Children's and Animation.
- Representing Pact at external meetings and events as required.
- Providing policy advice to Pact members on Government legislation, policy and Ofcom guidance as required.

Person Specification

Essential

- Previous policy, public affairs experience is essential as well as experience working within a commercial organisation
- Ability to write clearly for different stakeholder groups
- A collaborative working style and a friendly, approachable manner
- Ability to manage multiple tasks and prioritise effectively
- Ability to work under pressure and to deadlines
- Research skills
- Project management
- Comfortable using digital tools (Trello, Word, PowerPoint, Excel)
- Attention to detail
- Good communicator
- Professional

Desirable

- Previous experience in a broadcasting, media or related field would be a bonus

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