



## **Interim Head of Policy (Maternity Cover)**

### **Job Description**

---

#### **About the job**

The interim Head of Policy is a key post at Pact working with key committees and the Pact Board in order to formulate, develop and articulate Pact's television policies.

#### **Management and reporting**

The interim Head of Policy will report directly to the Chief Executive and participate in the senior management team.

He/she will also be expected to support the Chair and Vice-Chairs of Pact's elected Council (the Company's Board of Directors), and to provide verbal and written reports to Pact Council, and other Council sub-committee meetings.

#### **Key tasks**

A non-exhaustive list of priorities and tasks include the following:

- To lead the development of and articulation of Pact's overall policy position, including researching and drafting written submissions and reports, working closely with the Chief Executive and other Pact Executives.
- To maintain Pact's UK Government and Parliamentary relations in Whitehall and Westminster – and with relevant regulatory bodies.
- To participate in meetings, conferences and seminars as required by the Chief Executive to promote Pact's policies to a range of stakeholders including regulators, Government opinion-formers, think tanks etc.
- To identify potential areas where policy should be developed, understanding the commercial interests of the full range of Pact members.
- To ensure that the policy of Pact is available both to the members and other constituencies as required.
- To liaise closely and regularly with other members of the policy and communications teams to ensure that policy objectives and Pact's communications strategy are coordinated to best promote Pact's policy objectives.
- To oversee Pact's relationship with its external consultancy and research partners, and other *ad hoc* consultants and contractors as required by the Chief Executive.
- To line manage the policy executive.
- To oversee the Pact policy content on the Pact website.

This job description is not exhaustive and may be altered at any time by the Chief Executive.

## **Interim Head of Policy (Maternity Cover)**

### **Package details**

---

**Term:** 12-month fixed term contract, envisaged to start from 21<sup>st</sup> March 2022

**Salary:** Circa £55,000pa

**Holiday:** 25 days annual holiday, plus bank holidays, and the linking days between Christmas and New Year when the office is closed

**Pension:** Employer contribution into an autoenrollment scheme - currently at 3.5%

**Voluntary additional benefits (subject to 1 month probationary period):** Include enrolment onto a life insurance scheme, permanent health insurance scheme and private healthcare scheme