Policy & Research Coordinator

BUILD**UK**
Leading the Construction Industry

Summary of Role

Job Title:	Policy & Research Coordinator
Reporting to:	Skills Manager
Hours:	Monday – Friday 9:00am – 5:00pm
Location:	6-8 Bonhill Street, London, EC2A 4BX
Salary:	£28,000 - £32,000 per annum subject to experience
Application Deadline:	ASAP by email to Careers@BuildUK.org including CV & personal statement to cover experience for role and why you are the best person for Build UK (Limit of 500 words)

Build UK is the leading representative organisation for the UK construction industry. Offering influential and dynamic leadership, Build UK is transforming the delivery of construction projects for the benefit of the industry, its clients and the UK economy. Representing more than 40% of UK construction, Build UK creates the conditions for supply chains to thrive by delivering change on key industry issues.

Our friendly team is based in offices in Bonhill Street (EC2A 4BX) where we have a vacancy for a **Policy & Research Coordinator** who will deliver first-class research, data and analysis to support the development of Build UK policy.

About the Role

The role will support the Policy team to develop policy solutions on high profile issues such as Brexit and the Government's Industrial Strategy, as well as specialist construction issues including procurement, skills, and health and safety. The right candidate will proactively develop research, including questionnaires and surveys, and present the findings in a way that is engaging and demonstrates that Build UK policy is evidence-based.

You will be expected to develop a detailed understanding of the UK construction industry, including Build UK and its members, and be capable of researching and analysing issues whilst working with members and stakeholders to support policy development. You will also be confident, have the ability to prioritise a busy workload, project a professional image and have excellent written and verbal communication skills.

Result Areas

- Robust qualitative and quantitative research on a range of issues
- In-depth analysis of data to support development of policy solutions
- Clear and succinct presentation of findings for use in reports, guidance and standards
- Successful delivery of questionnaires and surveys
- Integral support for the successful delivery of policy projects
- Effective engagement with members and stakeholders
- Active contributor to a highly motivated and effective team

Responsibilities

- Supporting the Policy team to develop, implement and evaluate new and existing policy on a wide range of issues
- Researching and analysing Government policy ideas to ensure Build UK is an effective influencer
- Delivering research projects using a variety of different methodologies to generate data to support policy development, including questionnaires and surveys
- Drafting reports, guidance and standards which explain complex ideas and findings in a way that can be easily understood
- Co-ordinating discrete projects such as the annual Accident Survey and quarterly State of Trade Survey and subsequent reports, including monitoring progress and evaluating success
- Engaging with external stakeholders during the course of research and development of policy
- Keeping up-to-date on developments in priority policy areas and updating the Build UK team on key issues or risks
- Supporting Steering and Task Groups to secure member engagement and buy-in for new policy
- Sharing relevant policy analysis with Build UK members and responding to their queries
- Providing support for key projects

Knowledge & Experience

- Ability to collate and analyse information then produce accurate reports
- Educated to degree level or equivalent with excellent written and verbal communication skills
- Experience of working with a diverse range of stakeholders
- Understanding of UK political institutions and the broad political landscape
- Excellent organisational skills with experience of working in a small team demonstrating willingness to support colleagues and contribute to wider Build UK activities
- Attention to detail is essential
- Well-presented and professional approach

Build UK Core Values

- **Corporate Image** - Ensuring commitment and attention to detail with a particular focus on the consistent and professional appearance of Build UK at all times
- **Credibility** - Delivering honestly and effectively each and every time whilst having the confidence to say that more information is required before an answer can be given
- **Innovation** - Being prepared to take risks and make decisions that push traditional boundaries
- **Delivery** - Taking ownership and responsibility for tasks, preparing for all eventualities and seeing commitments through to the end
- **Team** - Playing to the team's strengths and providing encouragement and support to colleagues as well as debriefing effectively and learning lessons with a view to continuous improvement