

## **Job Description – Policy Advisor**

**Reports to:** Director of Public Affairs and Policy  
**Based:** London  
**Hours:** This role is hybrid, working from home and our Westminster office Monday to Friday inclusive, from 9.00am till 5.00pm (totalling 35 hours per week)

### **About Us**

The RHA is a member-led trade association supporting people and businesses in the road transport industry.

We offer a voice for our members to work with governments, policy makers, and local authorities across the UK on the issues most important to them. We campaign on a breadth of priorities including changes to legislation, rising fuel costs, better roadside facilities, and the transition to a Net Zero transport system.

Our 8,500 members have access to technical and professional services to help them comply with industry regulations and assist them in running their businesses efficiently.

We also offer a wide range of accredited training programmes to help firms develop their teams and operations.

The majority of our members are small and medium-sized enterprises (SME) but we also represent larger firms across the sector.

We've been proudly supporting hauliers since 1944 and now include coach and van operators in our membership.

We champion the highest standards in our industry and work hard to be the go-to organisation for driving business on our roads.

Our head office is in Peterborough and we have offices in Bradford, Westminster and Bathgate in Scotland.

### **Job purpose**

This is an exciting chance to influence the future of the industry as part of a small, friendly team with a proven track record in achieving policy change at national level.

We get involved in all sorts of interesting topics including skills policy and attracting new people into the industry, net zero, improving roadside facilities for drivers, infrastructure, borders and international and costs and regulation.

The Policy Advisor is an important member of the Policy & Public Affairs team, ensuring that RHA is able to communicate its policy views with clear and compelling arguments and supporting evidence.

As Policy Advisor you will:

- Act as policy lead on several important matters affecting the road transport industry.
- Bring our members together to develop a collective voice
- Build and maintain relationships with key stakeholders within government and other relevant industry organisations
- Represent RHA at virtual and in-person conferences, seminars and roundtables
- Lead on drafting consultation responses, policy papers, briefing notes, presentations and reports.

- Keeping up to date on key developments in the industry, sharing relevant knowledge within the team

### **Key skills**

- Excellent writing skills are essential including the ability to draft policy material and other content as appropriate, with support from experts and senior colleagues.
- Willingness and ability to rapidly establish, grow and maintain knowledge of a wide range of related policy areas
- The ability to read the relevant political landscape and anticipate where policy agendas are going
- The ability to think innovatively and creatively about new policy solutions beyond traditional institutional or party-political divides.
- Highly motivated individual with a positive, can-do attitude who enjoys taking ownership of new areas and initiatives
- An analytical mind and an eye for detail; able to scrutinise policy-related documentation and gather evidence to support a position.
- Strong organisational skills; able to prepare material for meetings in a timely way, work to deadlines reliably
- Strong interpersonal skills; able to build and maintain effective working relationships with a wide variety of people across the organisation, its membership and wider stakeholder community
- Keen interest in the UK policy and political landscape, current affairs, and the workings of Whitehall, as well as internationally

### **General Responsibilities:**

All employees of the RHA have the following responsibilities:-

#### **Health and Safety**

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

#### **Training and Development**

- To undertake all reasonable training, learning and development activity designed to support you in your role

#### **Diversity and Equality**

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

#### **Quality Policy**

- To be responsible for the activities required to support the organisation's Quality Policy

#### **Data Protection Policy**

- To be responsible for the activities required to support the organisation's Data Protection Policy.

**Employee's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

**Review Date:**

**Date:**