



Policy and Research Manager Job Description

The Portman Group:

The Portman Group (PG) is the social responsibility body for alcohol producers in the UK. It is funded by eight member companies who represent every sector of drinks production and collectively account for more than half the UK alcohol market. They recognise that they have both a responsibility and a major business interest in reducing the harmful use of alcohol.

Since 1989, our aim has been to help reduce the harms related to alcohol and to promote responsible drinking. We regulate the promotion and packaging of alcoholic drinks sold or marketed in the UK; lead the industry to market its products responsibly; and create best practices in alcohol social responsibility. While the mission remains, the PG is going through a time of change. This includes the creation of a new role in a Policy and Research Manager who will be fundamental to enhancing the work of the Portman Group.

Job purpose and person:

As the principal policy professional for PG you will be accountable to the Director of External Affairs and responsible for ensuring that the group has the highest quality analysis of issues and a robust platform to engage. An exceptional researcher and policy manager will enable PG to build on its purpose to reduce harmful drinking and ensure that the drinks industry apply the highest standards to their alcohol marketing by virtue of the self-regulatory model.

You will be adept in evaluating the political and industry environment and know how to use data to provide content to influence external audiences. You are the key person responsible for analysis, horizon scanning, research and evaluation, in order to inform PG's team and members. You will produce a range of robust, influential, interesting, clear work for external audiences that will ensure that PG demonstrates the effectiveness of self-regulation and its leadership within the alcohol sector; especially supporting activities in the reduction of harm.

You are most likely to be a policy or research professional for the civil service, a Parliamentarian, charity, member body or company. If this is not your professional experience, but you believe that you have the relevant skills set out below we would welcome hearing from you.

Responsibilities:

- Monitor, evaluate and inform the Portman Group on relevant government announcements or consultations, academic studies, research and comment from third party people and bodies at a regional, national and EU level.
- Proactively identify emerging policy, research and other developing issues at UK, European and global levels.
- Horizon-scan emerging trends and data about alcohol in society from economic, social and cultural perspectives. This will inform the Strategic Issues Framework, the Portman Group's tool to enable strategic planning by evaluating external influencers. You will be responsible for maintaining the framework and ensuring that this is current.

- Research and deliver robust and insightful analysis through briefing papers, reports, blogs, and ad hoc materials on complex alcohol policy issues. You will be able to independently project manage the production of content within appropriate timelines.
- Evaluate current policy positions to ensure they are supported by robust evidence and consistent with the Portman Group's strategic aims.
- Provide the senior executive team with succinct research briefings in support of meetings, presentations or conferences.
- To build a presence for the Portman Group across the policy community including attendance at relevant think-tank, industry and third party seminars. Equally to engage with civil servants on the subject matter of your research.
- Work to support the media and public affairs team in producing accurate statistics and information for reactive and proactive comment.
- Be flexible and able to contribute to a small, high performing team.

Skills, knowledge and experience:

Essential:

- A research professional with an ability to critically evaluate complex data and information. You will have significant evidence of having evaluated second party data and ideally experience of having created original research.
- You will have proven experience in being involved in developing policy to demonstrate the case for a sector or issues. This includes delivering whole pieces of work to inform or contribute to a key business or policy debate.
- A high intellect coupled with the ability to learn quickly and think strategically across changing priorities.
- An exceptional writer you will have a high degree of accuracy and a love of the written word. You are able to turn statistics into stories and work closely with the team to create compelling, influential work.
- You will become immersed in the sector and have the personal presence to engage with policy colleagues in other industry groupings. If you have the aptitude and interest we would encourage you to be part of the Portman Group's spokesman team.
- Enthusiasm for being a team player in a small organisation having a strong self-motivation to take the initiative to drive the policy and research agenda.

Desirable:

- Knowledge of FMCG, in particular the alcohol sector and of policies and practices concerned with the social and health aspects of alcohol.
- Medically or numerical literate, possibly shown through graduate level study with such as an economics or medicine.
- Experience in engaging and influencing civil servants on a policy issue.
- Experience of commissioning and publishing research, including academic research.

General information:

- Salary commensurate with experience
- 35 hours week
- 28 days annual leave in addition to statutory bank holidays. Additionally the office closes over the Christmas holidays
- Optional contributory pension scheme (matched up to 5% of salary)
- Season ticket loan/cycling to work scheme
- Life insurance as a multiple of four times your salary
- Offices in London W1