

propertymark

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**Chief Policy Officer**

**Closing Date: 13 October 2021**

**Salary: £75,000 - £85,000**

## About Propertymark

Propertymark is the leading professional body for property agents. With 17,500 memberships, our practising agents are helping people to buy, sell and rent their homes every day.

Propertymark launched in February 2017 combining five different associations (ARLA, NAEA, NAVA, ICBA and APIP) under a single brand. This brought together agents from across the sector including lettings, sales, auctioneers, valuers, commercial and inventories.

We set high professional standards for our members through adherence to a Code of Conduct and Rules, accredited and recognised qualifications, industry-leading training programme and mandatory Continuing Professional Development.

We provide guidance, advice and research as well as a comprehensive programme of workshops, conferences and events.

We advocate and lobby on behalf of our members across the UK nations, making us one of the leading industry voices within the property sector and a go to organisation for government on policy issues.

This is an exciting time to be joining Propertymark as we continue to deliver an ambitious strategy that puts members at the heart of all we do.

You can read more on the Board's vision via this link:

<https://www.propertymark.co.uk/asset/4308F69B-14A7-4552-AE5F8457CB23683F/>

## About the role

This is a high profile senior role working closely with the Chief Executive Officer (CEO) to develop and deliver proactive policy, stakeholder engagement and lobbying strategies. In doing this you will engage with senior officials and Ministers across Government, Parliament, Whitehall and Devolved Administrations, with industry representatives, cross sector forums and the media. You will work with our members to ensure their views are accurately represented in your discussions with stakeholders, in your political influencing and policy messages.

You will also provide support to the CEO as part of the Management Team, with line management responsibilities for a team of policy professionals.

## Duties:

- Develop and deliver effective and impactful policy, stakeholder engagement and lobbying strategies that provides a collective voice for our members on key issues affecting property professionals.
- Keep abreast of emerging government thinking across the four nations and use your influence to help shape policy formation and legislation for the benefit of our members.

- Ensure information and guidance is disseminated throughout Propertymark and across our membership through a range of communication channels.
- Working closely with the Communications, Marketing and Public Relations Team, oversee the creation of policy statements, consultation responses, briefing notes and media content.
- Build effective and trusted relationships across government, industry stakeholders and the media. Equally represent all the disciplines across Propertymark in key government and industry forums and across all media channels.
- Be the go-to thought leader for property professionals and act as a spokesperson for the organisation.
- Working as part of the Management Team, assist in the delivery of annual KPIs so that Propertymark achieves its ambitious Business Strategy.
- Line management of a team of policy professionals

## Skills and Experience

- Experience of operating at a senior level
- Experience of working collaboratively and creatively to overcome barriers, preferably in the policy arena
- Demonstrable experience of building key stakeholder relationships
- Understanding of the machinery of government
- Highly developed communication, influencing and interpersonal skills
- Sound judgement as well as a high level of integrity that inspires confidence, trust and respect
- Inspirational public speaker
- Ability to represent and promote Propertymark and its work effectively outside the organisation.
- A demonstrable commitment to equality and diversity.

## Location

Propertymark is based in Warwick with an office in London. We are currently operating under hybrid working arrangements.

The job holder would be expected to travel to meetings and events across the UK as required.

## How to Apply

To make an application please send:

- A **CV** detailing your employment history and any appointments or offices you hold.
- A **supporting statement** demonstrating the particular value you will bring to the role and how you meet the criteria.
- the names/contact details of **2 referees** (who will only be contacted if you are shortlisted and with your prior consent).
- any future dates you will be unavailable for interview.

The closing date is **13 October 2021**.



Please send your CV and supporting documents to [hr@propertymark.co.uk](mailto:hr@propertymark.co.uk)

If you would like to have an informal discussion about the role prior to applying please contact Mandy Tsang-Wetherald by email ([mtsang-wetherald@propertymark.co.uk](mailto:mtsang-wetherald@propertymark.co.uk))