Scottish Chambers of Commerce Limited

Job Title: Policy Research Manager

Reports to: Chief Executive

Location: Glasgow/Edinburgh

Salary: Commensurate with experience

The Scottish Chambers of Commerce (SCC) – a high profile national body representing the interests of 22 Chambers with over 10,000 business members – seeks to recruit an experienced policy specialist capable of managing long-terms projects and campaigns, formulating clear and hard hitting policy positions, and communicating effectively with key Government and Scottish Parliament stakeholders on behalf of Scottish business.

The post-holder will have some line and/or project management experience, and will be a self starter able to lead or contribute to a number of projects at one time.

S/he will play a key role in the development of the SCC's 2011 policy programme. Over the course of the year, s/he will manage a deliver a range of policy projects designed to effect changes that support the growth of Scottish business.

This post will involve travel throughout Scotland working with the Chamber network.

Person Specification

Essential qualities

- Experience in the formulation and development of policy, preferably at national level
- Strong understanding of policy areas that affect business growth
- Proven track record of team working
- Strong oral and written communication skills
- Empathy with business – and understanding of the economics of growth
- Demonstrate management and implementation of complex research and policy projects, including budgets
- Ability to work under pressure and deliver to tight deadlines

Desirable qualities

- Previous line management/leadership experience
- Existing stakeholder networks, Scotland Office, Scottish Parliament, Westminster, business and media
- Previous experience working in a membership organisation