

## **Northern Housing Consortium**

**Job Title:** Policy Officer

**Responsible to:** Senior Policy and Research Manager

**Section:** Policy and External Affairs

### **1. Main purpose of the role**

- To support the NHC to build a strong evidence base, and well evidenced policy positions, on issues related to housing in the North, supporting the delivery of NHC research projects.
- To plan, develop, and deliver high quality research reports and policy papers in-house.
- To support the Senior Policy & Research Manager by working with external organisations, who have been commissioned to carry out research on the NHC's behalf.
- To help with the dissemination of NHC research findings and policy positions, including by presenting and speaking at events, meetings and roundtables.
- To develop a deep understanding of the policy context our members operate in, including government policy on housing, regeneration, net zero, devolution, and local government.
- To support NHC's work to shape the housing policy context through engagement with NHC members, housing partnerships and external stakeholders, including MPs, ministers, civil servants, and think tanks, developing evidence, insight and solutions.
- To deputise for the Senior Policy & Research Manager, where required.

### **2. Key tasks and Responsibilities**

- Help build our evidence base by identifying timely and influential research priorities and potential projects.
- Track, monitor, anticipate and respond to emerging policy in our core areas of focus, providing effective briefing to members and internal colleagues.
- Produce high quality research reports and policy papers – both in-house and working with external organisations – ensuring the research represents the views of our members and is aligned with NHC policy positions.
- Write responses to Government consultations and Select Committee inquiries, working with NHC members and stakeholders.
- Support the work of housing partnerships across the North, working at the heart of housing and devolution.
- Help craft NHC messages and policy positions, working with colleagues in the Membership Engagement team to ensure that these are based upon a deep understanding of NHC members' views and where appropriate tenant voices.
- Present and speak at events, meetings and roundtables, including those of NHC members, external stakeholders, and those that are NHC-led.

- Help colleagues across the organisation to prepare for meetings and speaking engagements, providing briefings to ensure they have the latest policy positions.
- Take a creative approach to the crafting of messages, finding compelling ways to communicate evidence-based positions.
- Help develop and deliver a programme of policy, research, and engagement events and opportunities for members and stakeholders – including roundtables, workshops, visits, and networks.
- Build positive relationships with NHC members, ensuring they are involved in the creation and pursuit of our core policy objectives; and helping to ensure that our positions are built on a deep understanding of their priorities.
- Develop effective and proactive relationships with stakeholders, working with a range of external organisations and individuals across the housing sector, think tanks, research organisations, local government, the civil service, MPs and their offices.
- Work with the Communications team to ensure that the NHC maintains an appropriate profile with members and external organisations on issues we seek to influence on.
- Contribute to NHC business intelligence by capturing and acting upon business intelligence obtained through day-to-day work.
- Identify emerging commercial opportunities in areas of policy focus and proactively bring these to the attention of NHC Procurement colleagues.
- Contribute to the development of effective ways of working across policy and public affairs, seeking to learn from experience and from others.

### **3. We're all about people**

- Act as an advocate and ambassador for the NHC.
- Exemplify the culture, values and behaviours of the organisation.
- Actively support team working across the organisation.
- Ensure all team members are clear about their role and how they contribute to the success of the NHC.
- Encourage, coach and support team members to develop.
- Lead in the delivery of NHC objectives.
- Carry out other such duties as may be necessary for the successful operation of the NHC.
- Fulfil the requirements of the post in a professional manner and in doing so achieve high standards and agreed personal performance targets are met.

### **4. Qualifications and Experience**

For this role, we would expect the holder to have:

- A clear passion and interest in housing and regional policy (E)
- An appropriate degree or educational attainment to degree level, or equivalent experience in a policy role, preferably in housing and/or local government (E)
- Experiences of effectively presenting policy or research findings in written and/or verbal formats (E)
- Experience of working on research projects or working with externally commissioned research organisations (D)

- A good level of knowledge and understanding of the housing sector and policy landscape, ideally including Government policy in areas such as housing, net zero, regeneration, devolution and local government (D)
- Experience of working in housing or local government (D)
- Worked with (or in) policy, communications or public affairs teams (D)

**May 2025**