

JOB DESCRIPTION

JOB DETAILS			
Job Title:	Senior External Affairs Adviser	Location:	Aberdeen/London
Reporting Line:	Head of External Affairs	Date:	December 2023
Team:	External Affairs	Terms:	Permanent
Organisational Vision and Mission			
<p>Offshore Energies UK (OEUK) is the leading trade body for the UK’s integrating offshore energies industry. Our membership includes over 400 organisations with an interest in offshore oil, gas, carbon capture use and storage (CCUS), hydrogen, and wind. From operators to the supply chain and across the lifecycle from production to decommissioning, they are safely providing cleaner fuel, power, and products to Scotland and across the UK. Working together with our members, we are a driving force in ensuring security of energy supply while helping to meet its net zero ambitions. We work on behalf of the sector and our members to inform understanding with facts, evidence, and data, engage on a range of key issues and support the broader value of this industry in a changing energy landscape.</p> <p>OEUK’s vision is... “Powering the Energy Transition”</p> <p>OEUK’s mission is... “To provide our energy safely, cleanly and securely in order to support the UK economy and its energy needs”</p> <p>OEUK’S Role is... “We engage, inform and proudly champion this sector which is at the heart of the energy transition”</p>			
Team Purpose and Objectives			
<p>The External Relations Team covers External Affairs, Events and Membership:</p> <ul style="list-style-type: none"> • Proactively manage the external affairs agenda on behalf of the organisation and its members, actively pursuing a positive profile and reputation for the industry and OEUK • To lead, develop and deliver: <ul style="list-style-type: none"> ○ The Membership Value Proposition - recruiting, retaining and engaging OEUK members to generate ongoing revenue streams ○ High quality events which enhance the organisation’s reputation, messaging and income 			
Job Purpose			
<ul style="list-style-type: none"> • To assist in driving support and engagement from stakeholders on key messaging connected to existing OEUK operations and the energy transition to wider industry activity in local, regional, national spectrums • Monitoring of and coordinated responses to political developments pertinent to the industry in Westminster and Whitehall, Holyrood and beyond underpinned by political analysis and counsel • To assist in driving support and engagement with Academia, Think Tanks and Local Government. • To assist in member relationship development, through cultivating and managing relationships with forums and work groups 			

Job Dimensions	
Budgetary Responsibility:	TBC
Team Size:	4
Key Stakeholders:	UK, Scottish governments, parliamentarians, civil servants, regulators, industry bodies, trade unions, OEUK members and work force
Key Accountabilities (maximum of 11):	

Work with the Head of External Affairs to

1. Assist effective delivery of external affairs strategies and campaigns that meet OEUK's business priorities and further the association's objectives
2. Cultivating new contacts across the full spectrum of OEUK stakeholders, including civil servants, politicians, their special advisors and assistants in the Westminster, Holyrood and Brussels parliaments as well as to stakeholders in the local and regional authorities, regulatory agencies, industry bodies, OEUK members and other interested groups including think tanks and academia
3. Monitor the political environment to identify and evaluate opportunities and risk, in order to provide timely intelligence to relevant internal staff and coordinate an informed response
4. Deploy appropriate tactics for effective, regular engagement, both written and oral, to raise awareness of OEUK's policy positions and strengthen its reputation with key policy makers, decision-makers and other external stakeholders
5. Coordinate formal consultations and responses to stakeholder inquiries, policy launches, reports and other relevant issues of a political nature as they arise
6. Create high quality, accurate content for briefing materials, consultation responses, policy position papers, and other written or oral communications to support the delivery of OEUK policy positions
7. Track the progress of bills and other parliamentary activity, with appropriate intervention as required
8. Ensure stakeholder management, engagement and communications processes are comprehensively recorded, reviewed, reported and continuously improved
9. Facilitate meetings and other events for members and political stakeholders
10. Work with other members of the OEUK communications team to ensure external affairs activities are integrated within overall communication strategies
11. Provide 24-hour media contact and response cover, as a member of the 'on-call' team rota
12. Travel regularly across UK, including overnight, for meetings with key stakeholders
13. Champion quality and demonstrate leadership through personal high standards of quality and service

Knowledge, Skills, Experience: (includes technical skills, professional qualifications, and competencies)

1. Sound knowledge of the workings of government and parliamentary procedure, and good political nous
2. Understanding of the external political environment and political developments
3. Experience of working in partnership with peers and stakeholders at all levels to facilitate effective decision-making and issues management, to mutual success
4. Experience of successful advocacy within parliament, government or civil society
5. A knowledge and appreciation of energy policy and in particular the offshore energy sector in the UK and Scotland
6. Sound analytical and fact-finding skills, and ability to identify and understand key issues
7. A commitment to stakeholder focus and relationship management
8. Ability to present complex information in a way that is straightforward to understand, whether in writing or verbally
9. Ability to prioritise and work under pressure, meeting deadlines with tight schedules and work flexibly
10. Experience of writing high quality copy and content to meet deadlines
11. A creative mind partnered with the ability to find the best practical solutions
12. Results-driven, equally comfortable and experienced at working strategically or operationally to drive continuous improvement and operational excellence
13. Demonstrates high personal standards of ethical behaviour and professionalism, aligned to company values