

Job Title: External Affairs Lead

Team: Corporate Affairs

Team Size: 13

Location: London with UK travel (Office based)

Reports To: Head of Public Affairs

Team Purpose

The Corporate Affairs team covers Communications, Marketing and External Affairs by:

- Protecting and promoting industry and OEUK reputation through evidence-led, creative content, rapid rebuttal, and real-time insight that connects with and inspires our priority audiences.
- Developing and delivering integrated communications, advocacy, and insight that advance industry policy goals, shape the national conversation on homegrown energy, and support a pragmatic, investible policy environment.
- Promoting the industry's reputation through a consistent, UK-wide programme of high-quality corporate communications, with regional activation across key energy hubs and political geographies
- Upholding reputation through strategic risk insight, rapid issue response, and disciplined narrative management, underpinned by data and polling.
- Positioning Offshore Energies UK as the UK-wide, leading representative body for the sector, monitoring the competitive and political landscape, identifying opportunities to enhance member value, and strengthening OEUK's voice across political, media, member and workforce audiences.
- Proactively managing and shaping the external affairs agenda by coordinating high-influence relationships, coalitions, regional advocacy, and national debate platforms to grow support for the industry and OEUK.
- Driving growth and impact through targeted marketing activity that increases event attendance, sponsorship, guideline uptake and member engagement, supported by audience insights and monitoring the competitor landscape

Job Purpose:

The **External Affairs Adviser** supports the delivery of OEUK's political, governmental and regulatory engagement activity, helping to promote the organisation's priorities and reputation across key stakeholder audiences.

Working closely with the Head of Public Affairs and wider Corporate Affairs team, the postholder contributes to stakeholder engagement, political monitoring, advocacy activity and public affairs campaigns across Westminster, Holyrood and the wider UK political landscape.

The role is responsible for developing productive stakeholder relationships, preparing high-quality briefing materials and policy responses, monitoring political developments, and supporting engagement activities that align with OEUK's strategic objectives.

The Adviser plays an important role in keeping colleagues and members informed of relevant political developments and supporting activities that promote the interests of the UK offshore energy industry.

Role Summary:

- Build stakeholder relationships
- Produce briefings

- Monitor politics and policy
- Represent OEUK at meetings and events

Budgetary Responsibilities: No

Line Management: No

Stakeholders:

Member companies, communications peer groups. UK, Scottish and European parliaments (Inc. Ministers, senior officials, MPs, MSPs, MEPs), civil servants, regulators, industry bodies, OEUK members and workforce, CEO, Leadership Team

Key Responsibilities –

Work both independently and collaboratively to achieve the following deliverables set by the Head of Public Affairs.

Public Affairs and Campaign Support

- Support the development and delivery of public affairs activities and campaigns aligned with OEUK's business priorities.
- Contribute to the integration of public affairs activity with wider communications, marketing and stakeholder engagement plans.
- Assist in the delivery of advocacy initiatives that support OEUK's strategic objectives and industry priorities

Stakeholder Engagement and Relationship Management

- Develop and maintain productive relationships with key stakeholders, including politicians, civil servants, advisers, regulators, industry bodies and OEUK members.
- Support the planning and delivery of stakeholder meetings, events, roundtables and engagement activities.
- Build OEUK's stakeholder network by identifying opportunities to strengthen relationships and engagement.

Policy Advocacy and Communications

- Support advocacy activity that promotes OEUK's policy positions and industry priorities.
- Prepare high-quality briefing materials, consultation responses, correspondence, speaking notes and policy documents.
- Contribute to stakeholder communications by ensuring information is accurate, timely and aligned with OEUK's agreed positions.

Monitoring and Intelligence Gathering

- Monitor political, parliamentary and policy developments across UK, Scottish and European institutions.
- Identify emerging issues, opportunities and risks relevant to OEUK members and industry priorities.
- Track parliamentary activity and provide timely updates, insight and briefing notes to colleagues and members.

Consultation and Response Coordination

- Support the coordination and drafting of consultation responses, stakeholder enquiries and policy submissions.
- Research and collate evidence to support OEUK positions and external engagement activities.
- Assist in developing evidence-based responses to issues affecting the offshore energy industry.

Governance and Secretariat Support

- Provide secretariat support to cross-party parliamentary groups, stakeholder forums and working groups as required.
- Maintain accurate stakeholder records, engagement logs and meeting actions.
- Support the continuous improvement of stakeholder engagement and governance processes.

Media and Communications Support

- Support media and communications activities as required, including out-of-hours support where necessary.
- Work collaboratively with Communications colleagues to ensure consistent and coordinated messaging across stakeholder audiences.
- Contribute political and stakeholder insight to support wider corporate affairs activity.

Travel and Representation

- Represent OEUK at meetings, conferences, industry events and stakeholder engagements across the UK, including overnight travel where required.
- Demonstrate professionalism and high standards of service in all interactions with external stakeholders and members.

Key Account Management

- Maintain regular, proactive contact with member companies.
- Understand member priorities, address concerns, and align with OEUK's strategic objectives.

The following section outlines the knowledge, skills, competencies, and behaviours required for success in this role.

Knowledge

- A good understanding of energy issues, especially the UK offshore energy sector
- Sound knowledge of UK government operations and UK parliamentary procedures
- Strong political awareness and insight
- Awareness of the external political environment and current political developments in the UK

Skills

- Analytical and fact-finding skills to identify and interpret key issues
- Ability to present complex information clearly, both in writing and verbally
- Skilled in producing high-quality written content under tight deadlines
- Effective prioritization and time management under pressure
- Creative thinking with a practical problem-solving approach
- Exceptional communication skills across formats and audiences

- Exceptional attention to detail and commitment to producing accurate, polished, and professional communications.

Competencies

- Builds and maintains effective relationships with colleagues, members and external stakeholders while demonstrating professionalism, integrity and sound judgement.
- Communicates clearly and confidently, adapting messages and approaches to suit different audiences and situations.
- Takes ownership of responsibilities, delivers high-quality work and manages competing priorities effectively.
- Analyses information, identifies key issues and makes informed recommendations based on evidence and insight.
- Works collaboratively across teams, contributes positively to shared objectives and supports a culture of continuous improvement.
- Demonstrates initiative, adaptability and a commitment to learning while acting in line with OEUK's values and behaviours.
- Role model for ethical behaviour and professionalism, aligned with OEUK's values.

Experience

- Experience working in public affairs, government relations, policy, stakeholder engagement, communications or a related field.
- Experience building and maintaining productive relationships with a range of internal and external stakeholders.
- Experience monitoring political, parliamentary, regulatory or policy developments and communicating relevant insights and updates.
- Experience researching, analysing and presenting information through briefing materials, reports, consultation responses or other professional communications.
- Experience supporting stakeholder engagement activities, events, meetings, consultations or advocacy initiatives within a fast-paced environment.
- Knowledge of UK political institutions, parliamentary processes, the policy-making environment, the energy sector or membership organisations would be advantageous.

Qualifications

- Degree-level qualification in a relevant discipline, **or** equivalent relevant professional experience in a related role.
- Strong written communication, research and analytical skills.
- Understanding of public affairs, stakeholder engagement, government relations or policy development principles.
- Knowledge of UK political institutions and parliamentary processes would be advantageous.
- Knowledge of the energy sector or experience within a membership, trade association or regulated environment would be beneficial but is not essential.
- Commitment to continuous professional development and learning.