

Job title: UKRN Manager, UKRN Office**Reports to:** UKRN Director

Job status: Full or part time (including flexible working arrangements), twelve-month secondment (maternity cover), based in central London (Civil Aviation Authority offices, Holborn with a planned move to Canary Wharf in June/July 2019).

Job level: Senior Associate/SEO**Closing date:** 28/04/19**About the role**

We are seeking someone to work on high profile policy issues across the UK regulated sectors, including projects to improve outcomes for vulnerable consumers and help secure investment in the UK's infrastructure. You will enjoy working with people, have an interest in the big challenges facing regulators and regulated sectors, and be passionate about improving outcomes for consumers and the economy.

This is an exciting opportunity for a dynamic, people-focused individual who is looking to increase their understanding of strategic issues and regulation of other sectors. Working as part of a small team, you will deliver key workstreams and build strong working relationships with colleagues from other regulators, government, consumer groups and investors.

Responsibilities

- Lead UKRN policy projects across key strategic areas.
- Build and grow relationships with regulators, government, consumer groups, investors and others.
- Stay on top of and respond to policy developments, produce briefings for external meetings and draft official responses to consultations.
- Represent the UKRN and its members at meetings, conferences and workshops.
- Work with team members to provide support for the UKRN governance streams, including the CEOs Group, the Senior Representatives Group and the Expert Panel.
- Communicate the UKRN's impact and activity, including through building relationships, contributing to the newsletter and leading the UKRN's online presence.

Essential skills / experience

You should be hardworking, with a can-do attitude, who will thrive in a dynamic environment delivering a varied portfolio of work. You will need to:

- Be confident working independently and as part of a team;
- Build relationships with and influence stakeholders at all levels;
- Be able to think strategically, deliver quickly, and build agreement on solutions;
- Have strong project management skills;
- Write clear and concise reports, briefings, correspondence and minutes;
- Talk about issues and solutions in a clear, compelling way and listen to and take account of others' concerns and experiences.

Desirable skills / experience

Knowledge or experience of:

- economic regulation and / or at least one of the relevant sectors;
- the current policy landscape, particularly issues affecting independent regulation;
- communications planning and delivery across a range of channels.

To apply

For questions or to discuss the role please contact Seema Mistry or Emily Keaney (Seema.mistry@fca.org.uk or Emily.keaney@ofcom.org.uk)

To apply please send CV and covering letter, setting out your suitability for the role, to Emily.keaney@ofcom.org.uk

About the UKRN

The UK Regulators' Network brings regulators together for the benefit of consumers and the economy. Our 11 member regulators cover a wide range of sectors and issues, and the UKRN has a varied and challenging work programme, focused around two core themes: improving outcomes for vulnerable consumers and infrastructure and investment. The UKRN is led by the CEOs of the 11 member regulators and supported by a group of senior directors. The UKRN Office, consisting of staff from across our members, is responsible for delivering the UKRN's work plan.

Our members

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