 

**JOB DESCRIPTION**

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| **Job Title:** | Head of Government Affairs | **Date:** | August 2019 |
| **Reporting to:** | Executive Director, Corporate Affairs and Devolved Nations | | |
| **Department:** | Corporate Affairs and Devolved Nations | **Location:** | London |

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| **Job Purpose and Background**  **The ABPI**  The ABPI exists to make the UK the best place in the world to research, develop and use new medicines. We represent companies of all sizes who invest in discovering the medicines of the future.  Our members supply cutting edge treatments that improve and save the lives of millions of people. We work in partnership with Government and the NHS so patients can get new treatments faster and the NHS can plan how much it spends on medicines.  Every day, we partner with organisations in the life sciences community and beyond to transform lives across the UK.  Our objectives:   * **Building a thriving environment for medicine discovery** so the UK can be the best place in the world to research and develop new medicines and vaccines. * **Improving access to new medicines and vaccines** so everyone in the UK can get the latest treatments. * **Enhancing reputation** by demonstrating the high ethical standards we set ourselves and that society expects from us. * **Representing our members**, using their insight and experience to tell the story of how they change the lives of millions of people every day.   **Head of Government Affairs**  The Head of Government Affairs oversees the ABPI’s Government Affairs strategy and is responsible for the delivery and coordination of the ABPI’s public affairs programme. The role manages a team of four to design and deliver public affairs strategies to achieve the goals of the ABPI and our members.  The Head of Government Affairs engages with Government, politicians and policy makers and is responsible for the ABPI’s political and Parliamentary relationships, ensuring the voice of the pharmaceutical industry is heard clearly in Westminster and Whitehall. |

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| **Principal Responsibilities**  **Building a thriving environment for medicine discovery**  **Improving access to medicines and vaccines**   * Advise on and manage an overarching public affairs strategy for the ABPI that maximises its profile, reputation and overall impact with political, policy making and influencing audiences. * Working cross-functionally, manage the Government Affairs Team to oversee the development and delivery of public affairs strategies for all ABPI’s policy priorities. Ensure that these strategies are co-ordinated and consistent with ABPI’s priorities and overall advocacy approach. * Provide political counsel and guidance on the political environment to help inform ABPI strategy and decision making. * Lead and manage a co-ordinated and effective approach to engagement and communications with Government and Parliament. * Lead ABPI’s relationship with other UK trade associations, e.g. CBI, and maintain relationships with think tanks and other policy organisations. * Monitor and assess the political and policy environment as it affects the pharmaceutical industry and provide intelligence across the ABPI to support and inform colleagues. * Work across the ABPI to oversee submissions to Government and Parliamentary consultations. * Advise and work closely with media and communications colleagues on the wider external communication of these arguments. * Lead the industry secretariat for the Life Sciences Council meeting between industry and Government, including agendas, submissions and briefing papers. * Manage external public affairs agency support, ensuring quality and value for money. * Deputise for the Executive Director, Corporate Affairs and Devolved Nations where appropriate.   **Enhancing Reputation**   * Develop and deliver a coordinated stakeholder engagement framework and processes for the ABPI to ensure sharing of information, tracking of key conversations and optimised engagement across the organisation. * Manage the delivery of ABPI’s political engagement plan, including for the ABPI’s Chief Executive and President. * Ensure ABPI’s policy positions are articulated in a way which generates the maximum possible political impact.   **Representing our members**   * Represent the ABPI in meetings with politicians and policy makers as well as building relationships with health charities, think tanks and trade associations. * Oversee effective programme of communications to the ABPI Corporate Affairs Network, including monthly webinars; events programme with external stakeholders, daily Government Affairs Report and regular updates on ABPI’s Government Affairs activity. * Ensure ABPI Corporate Affairs Network members input and contribute to all appropriate ABPI submissions to Parliament and Government consultations. |

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| **Performance Criteria**  Performance will be measured against annually set objectives established in line with ABPI objectives. |
| **Essential Experience**   * Passion for making the UK the best place in the world to research, develop and use new medicines; * Educated to degree level; * Comprehensive knowledge of Westminster and Whitehall, including a strong understanding of the political environment and the Parliamentary process; * Strong public affairs, government relations and external affairs experience within the UK working in a fast paced, regulated environment; * Experience of leading a Government Affairs/Public Affairs function in a high-profile policy area/organisation, with excellent leadership skills and the ability to inspire; * Track record of developing successful advocacy strategies and advising senior leaders on external advocacy and engagement to deliver real policy change; * Track record of leading cross functional projects and programmes; * Exceptional written and verbal communication skills with the ability to translate complex issues and communicate them to different audiences; * Ability to build and maintain trusted and professional relationships at a senior level within the political, regulatory and NGO fields within UK and EU, and maintain respect of ABPI member companies; * Proven ability to effectively communicate and influence. * Excellent presentation skills. * Excellent administrative skills with strong project management, and the ability to prioritise workload, work to deadlines and work under pressure; * Experience at working at a senior level and contributing to organisational leadership; * A positive attitude, with a track record of good team working and the ability to work across multiple teams and organisations.   **Desirable Experience**   * Detailed understanding of the key political, regulatory and economic issues surrounding the pharmaceutical & healthcare sector; * Experience and existing networks in relevant Government Departments (DHSC; BEIS; HMT; DIT). |

To apply for the Head of Government Affairs position, please forward a copy of your CV to Geraldine Hetherington at [Geraldine.h@ellwoodatfield.com](mailto:Geraldine.h@ellwoodatfield.com) or call her on 020 7340 6480.