



## Public Policy Lead

### Branch volunteer accountability profile

#### **Purpose:**

You'll lead on engaging local members in public policy discussions, keeping up to date with policy developments and coordinating policy-related feedback to the Branch Development team on behalf of the branch.

Aligning to CIPD purpose and strategy you will work collaboratively with the Committee and CIPD to deliver the best possible service and offer to CIPD members.

#### **What you will do:**

- Develop relationships between the branch and key local stakeholders, such as the local chamber of commerce, ACAS, mayors, local universities, local councils/combined authority, local enterprise partnerships and growth hubs.
- Encourage the development of a local/regional voice for HR professionals in the formation of public policy.
- Engage with the CIPD Policy team to keep up to date with CIPD policy development and time frames.
- Maintain a good general knowledge and awareness of policy and legislative developments in the UK relating to working life.
- Reach out to – and engage – local CIPD members on policy discussions, ensuring they have a voice to influence and shape policy, engaging with and utilising support from the CIPD Policy team as and when necessary.
- Set up discussion forums and events on new legislation/policy changes affecting local members to share information and gather input.
- Share and signpost best practice/information/resources from central CIPD to local members.
- Provide public policy content for branch communications to keep members up to date.

#### **What skills and experience do you need?**

- Understanding and knowledge of the Public Policy arena.
- HR, L&D and OD professionals at any level of experience and membership grade.
- In active membership across your time spent with us
- Experienced and confident communicator, collaborator, networker and relationship builder

- Ideally well-connected in the local community, with a network of organisations and practitioners

### **What are the benefits to you?**

- Be at the cutting edge of HR and play an active role in shaping the CIPD agenda.
- Volunteer with other like-minded HR, L&D & OD professionals to collaboratively create and deliver an engaging branch programme.
- Raise your profile and broaden your professional network.
- Embrace your CPD - gain skills and experience to compliment your HR, L&D or OD role
- Have fun and enjoy a new challenge!
- Demonstrate your passion for your profession.
- Create a personal legacy by helping to inspire the future HR generation.

### **What is your commitment?**

- Meet the requirements and responsibilities of the role. Time commitment varies depending on the local area/branch - it is important to discuss the time you have available with your Branch Chair and only take on activities that you can deliver.
- Foster an inclusive working environment that enables a diverse range of people to work together collaboratively and effectively.
- Abide by the CIPD Code of Professional Conduct and Statement of Expectations for volunteers at CIPD.

It is important that volunteering at CIPD is a positive experience for all involved. If you are unable fulfil the responsibilities of your role, contribute to the success of the branch and the committee, or meet the required commitment and behaviours set out in the Statement of Expectations, we may ask you to step away or pause to ensure the branch is fully supported.

### **What support is provided for you?**

- An induction session
- Guidance and support from the Branch Development team at CIPD
- CIPD Toolkits, regular bespoke news, policy updates, access to our Network Area and Support resources especially designed for branches.
- Access to bespoke training and learning.

### **Data privacy statement**

*As a CIPD branch committee volunteer, it is crucial you can collaborate and communicate with other branch committee volunteers and also the CIPD Branch Development team. To facilitate this interaction across our thriving, vibrant branch network you understand that minimal data which is likely to identify you (such as your full name, preferred email address, branch committee role e.g. Chair, Treasurer etc) will be available via Microsoft Teams (or other secure communication platform used by CIPD from time to time) for this purpose. Specifically, you may receive direct communications from other branch committee volunteers through this platform related to branch committee activities as this is in the legitimate interests of CIPD and necessary to fulfil your role.*

Key contact email: [PublicPolicy@cipd.co.uk](mailto:PublicPolicy@cipd.co.uk)