

Job Description – Policy Manager/Associate Director, Technology

About Public First

Public First is a specialist consultancy, helping charities, philanthropists, public sector bodies and global brands improve public policy. Based in London, we have worked in more than two dozen international markets. We are part think tank, part strategic consultancy, part polling company, and part communications agency. In other words, we bring together the different disciplines that make policy happen and work.

Our team has been recruited from the most senior levels of government, the civil service, Parliament, political campaigns, think tanks, opinion research and the media. Our staff have been active in each of the main political parties. We are divided politically, but united by a desire to do rigorous, work that has a real world impact on policy and its implementation. We believe our differences make our work better.

Technology

Technology is one of the major areas of specialism for Public First. Digital technologies are shaping the way we live, work and connect – disrupting entire sectors of the economy and creating new opportunities and challenges. While the UK has long been the tech capital of Europe other countries are closing the gap requiring the UK to keep innovating to stay ahead of the pack.

Policymakers have woken up to this reality and we are seeing a proliferation of new legislative and regulatory initiatives. Technology organisations and companies have a key role to play in shaping the UK and global environment and we've helped many of them as they navigate this new landscape. Here is some of our recent work that is publicly available:

[Google's Impact in the UK \(2020\)](#)

[The R&D Decade: making the case for Government investment](#)

[techUK: Fast Forward for Digital Jobs](#)

[The Impact of AWS in France](#)

The role(s)

We are looking for the right person/people to come and join our growing technology practice. We are open to the level of seniority that this role might cover but we expect you will come from some type of policy background and have a specialism in tech policy.

The role will include some or all the following key **responsibilities**:

- *Leading or supporting individual projects within the technology practice* under the supervision of the Head of Practice, but with significant day to day autonomy and responsibility for execution and delivery of work. In particular this will include, drafting policy reports, briefings and undertaking in-depth research.
- *Providing expertise in particular areas of technology policy.* We are knowledge junkies! We want a culture of expertise within the organisation, and to learn from each other about all elements of policy within our practice (and other areas, as well).

- *Contributing to broader projects within the practice and across different practices* – this will include collaboration with specialists in other areas across Public First.
- *Maintaining and further building strong networks across the technology sector in the UK* – in government, technology companies and the wider tech network, think tanks and policy organisations, corporations and third sector organisations, and others.

The role will require the following **skills and experience**:

- *Experience within the technology field* from a policy perspective. The single most important thing we will be looking for is someone who understands, and can write about, technology policy. We are relaxed about where this expertise may have come from, or how many years' experience you have. We are unashamed about being wonks ourselves and we want someone to help contribute to this mission.
- *Familiarity with government, Westminster and policymaking and politics*. This could similarly have been gained through direct experience in politics and government or through working alongside them; regardless of the route, successful candidates will need to demonstrate above all that they understand how government and policymaking works.
- *Ability to write clearly, incisively and precisely about policy issues* – including the ability to translate complex policy topics into language accessible to educated laypeople.
- *Ability to handle quantitative data* – Public First employs economists and expert data modellers but all staff expected to be able to work with large datasets and raw numbers or have the enthusiasm and motivation to learn how to do so.
- *The ability to be able to present, verbally, conclusions from our work*. This could be to clients (including very senior individuals), prospective clients, MPs and policymakers, or to an expert technology audience.
- *A willingness to work flexibly across a small organisation* – including getting involved in different types of role within a project (for example, running focus groups, helping out on polling questions or psychological profiling or helping craft press releases) as well as policy analysis, and, where needed, contributing to projects running in other subject areas.

The roles are nominally London based (Westminster) but if Covid has taught us anything, it's that we are flexible! It is likely that the postholder will need to be physically present in London for at least a couple of days a week. Given the geographic spread of many of our clients, we are also open to discussions about job holders being permanently based in another area of the country. International travel and work would be possible for future projects, but we cannot sponsor visas or manage people based permanently abroad.

Salaries will depend on experience and level of seniority but to give a sense of scale, Policy Manager salaries will typically *start from* £30,000 - £35,000, with considerable flexibility for the right candidate with experience. Associate Director starting salaries will typically *start from* £50,000-£55,000, again with considerable flexibility depending on experience and skill.

We are committed to equality, diversity and inclusion in employment and we welcome applications from all members of the community. We would particularly like to encourage applications from women and from people who are from an ethnic minority background.

We are politically diverse organisation that has worked right across the political spectrum and want to continue that tradition as we grow.

If you're interested, please send a copy of a CV, a short covering letter outlining how you fit the criteria and two examples of writing¹ to contact@publicfirst.co.uk.

¹ We are relaxed about whether this is writing you have already done in a professional capacity, or personally, or indeed writing you do specifically for this job advert. Similarly, in terms of purpose, this can be something written for publication in eg Computer Weekly, or a private note to a client or something from your own personal blog or LinkedIn – it really doesn't matter. The topic can be on anything you want within the broad sphere of Technology policy, and should be around 500-1000 words long. We will be looking both at what you say (though there is no 'right answer', we are interested in your analytical take regardless of what it is) and how you say it.