



Senior Policy Officer / Policy Manager

Homes for Scotland (HFS) represents c200 organisations which together deliver the vast majority of new homes in Scotland.

The home building sector needs a supportive operational environment to ensure that the substantial social and economic benefits associated with delivering more homes can be realised. Your passion and commitment will help ensure those living in Scotland have access to the full range of housing options required to meet need and aspiration.

The successful applicant will support the Director of Policy across all policy areas relevant to the delivery of new homes and manage the preparation of robust and evidence-based responses to the Scottish Government and others to represent the issues faced by members. This includes challenging emerging policy which may negatively impact the delivery of new homes. The successful applicant will also support the Chief Executive and other members of the HFS team and membership in the effective operation of all aspects of the business, particularly in ensuring the team is kept up to date on all relevant existing and emerging policy, data, social and economic trends and events and that our messaging reflects these issues.

We are looking for an experienced, collaborative, personable and astute individual who can self-manage a busy workload and engage confidently with members and our wide-ranging stakeholders. Currently, you may or may not be working in the home building or housing sector but you must be interested in the wide spectrum of issues and views associated with the delivery of more homes and be able to express the views of the sector clearly and positively whilst remaining cognisant of the wider economic, social, and political environment within which our members operate.

This full-time position based in our Edinburgh office will reward you with a competitive salary, generous pension contribution, private life cover, health cash plan, health insurance and cycle to work schemes also offered. We operate a flexible working policy.

A full job description can be found overleaf. Please submit a covering letter and succinct CV to info@homesforscotland.com clearly demonstrating how you meet the person specification.

Closing date Friday 22nd December



Senior Policy Officer / Policy Manager – Job Description

About Homes for Scotland

Homes for Scotland represents the home building industry in Scotland. Our membership of 200 organisations includes private builders and RSLs as well as associate members drawn from the supporting sectors and professional services. Our primary purpose is to deliver more homes for Scotland.

HFS looks to change, challenge and collaborate on behalf of members to ensure the housing needs and aspirations of all those living in Scotland are met.

- We work with government at all levels
- We engage constructively with other stakeholder groups
- We lead debate on the issues that affect housing delivery
- We question policy and guidance where necessary
- We seek and offer solutions to stimulate change.

Job Description:

The post holder will operate within the context of [Homes for Scotland's Strategy](#), values, operating procedures, as directed by the Senior Management Team and Board to carry out the following key duties and responsibilities:

- Assist the Director of Policy in providing a comprehensive policy service covering national, regional and local policy issues of relevance to the industry.
- Ensure the HFS Executive Team and members are kept advised in a timely manner of all forthcoming policy areas which may impact the industry's operational environment.
- Monitor SG and other stakeholder consultations, with subsequent preparation of timely, evidence-based responses robustly reflecting the position of the industry.
- Direct engagement with members and responding to ad hoc member queries in a timely manner over a broad and varied range of policy and operational topics
- Manage individual pieces of policy workstreams to deliver key policy outcomes e.g. SME workstream.
- Provide secretariat support to the HFS Policy Forum
- Manage a range of intelligence and data sources on relevant industry issues to provide a robust and up to date evidence base for use across HFS.
- Represent HFS and members in a range of meetings / conferences etc.
- Provide policy support when required across all HFS teams (Chief Executive / Planning / Technical / Public Affairs and Communications)
- Assist in promoting the benefits of membership to potential members



Person Specification:

Essential

- Ability to work in line with our organisational values (see above)
- Degree/Diploma in a relevant discipline
- Understanding of the key issues facing the home building industry and familiarity with the Scottish policy context with at least three years post-qualification experience
- IT skills, including MS Word, Excel, Teams and PowerPoint
- Confidence working with numbers, including data analysis and basic research methods
- Energy and enthusiasm
- Excellent written and oral communication skills in a business environment
- Ability to engage with members and a wide range of stakeholders
- Strong organisational and time management skills to manage often competing deadlines and workloads
- Self-motivation to deliver own workload with support from Director of Policy and the ability to work in small and focused team

Desirable

- Driving Licence holder with access to a car for business travel
- Experience in both public and private sectors
- Experience working in a role directly related to housing delivery or policy (for example home building and/or the wider policy environment in which it operates)

Salary and benefits

- This full time position includes a competitive salary dependent upon experience, with employer's pension contributions, private life cover, health cash plan, health insurance and cycle to work scheme also offered. We operate a flexible working policy.

To Apply

- Please submit a covering letter and CV (each no longer than 2 sides of A4) to info@homesforscotland.com by **Friday 22nd December**
- Your covering letter should clearly demonstrate how you meet the person specification.
- Please provide 2 referees and indicate your current salary and notice period (where relevant)
- Candidates invited for interview will be expected to prepare and deliver a short written report and presentation on a topic to be advised.