

[DRAFT] Policy Manager

Job Description

Summary

With approximately 160 members, the Irish Solar Energy Association (ISEA) is the voice of the solar industry in Ireland. ISEA is seeking a full-time Policy Manager to shape the long-term development of the sector. The Policy Manager will help coordinate ISEA's contributions to the policy and regulatory debates which will determine Ireland's sustainable energy future. The Policy Manager will play a key role in engaging policy makers and key delivery bodies in the renewable energy sector and supporting Ireland's transition to a climate neutral economy.

Who We Are

Founded in 2013, the ISEA vision is of a fully decarbonised electricity system.

Representing approximately 160 members, ISEA is dedicated to taking climate action and working with the Government, EirGrid, ESBN, SEMO and our members to create a framework capable of surpassing the Governmental ambition to install up to 8GW by 2030 through:

- Engagement with stakeholders;
- Education of society and industry; and
- Setting best practice for the solar industry.

Our Values

We express our values through our behaviour. We will:

- Pursue policies that optimise outcomes for society.
- Make constructive contributions to policy, which are grounded in data and propose concrete measures.
- Take a holistic approach to policy development, considering the wider value chain.
- Emphasise interventions support solar cost reduction.
- Act with integrity in engagements with members and stakeholders.

Role

The Policy Manager will work with the Head of Policy and CEO to advocate for meaningful change to support the development of the solar sector in Ireland. The successful candidate will join a small, enthusiastic and innovative team who are committed to designing and delivering a programme of work that shapes the policy agenda and supports the growth of the solar sector. This will involve external collaboration and engagement with key stakeholders, including relevant Ministers/Ministers' Offices, Oireachtas members, the CRU, the Department of Energy Climate and Communications, Local Authorities, the Department of Housing Local Government and Heritage and other relevant organisations and parties. The Policy Manager will take on and lead priority workstreams identified by the Board and allocated by the Head of Policy/CEO. Within these areas the Policy Manager will direct the programme of work, draft evidence-based submissions to consultations in conjunction with the relevant Working Group and engage with a wide range of high level stakeholders in the energy sector, while contributing to Ireland's net-zero future.

Team

The Policy Manager will join a small team with ambitions of substantial growth. Working directly for the Head of Policy, the appointed Policy Manager will take ownership of agreed policy workstreams and progress those with the Policy Analyst and further team members as the function scales to achieve the objectives agreed by the Board.

Benefits

- Competitive remuneration and benefits package
- Remote working
- Opportunity to take direct climate action and help shape the national policy and regulatory agenda
- Profile development across the energy sector

Key Responsibilities

The Policy Manager will work closely with the Head of Policy on:

Policy, regulatory and membership engagement

The Policy Manager will be responsible for:

- Developing a strategy for identified policy objectives.
- Managing the production of ISEA responses to relevant consultations.
- Reviewing policy documentation and messaging authored by the Policy Officer.
- Engaging with key stakeholders in advance of consultations/submission of proposals and following up with them during and after to ensure that a sustained campaign of action is taking place.
- Tracking this engagement via the Customer Relationship Management (CRM) system and ensuring delivery of follow up actions.
- Developing a network of contacts through key organisations and leveraging pre-existing networks.
- Ensuring the smooth operation of allocated ISEA Working Groups and their contributions to key consultations and debates.

Research projects

The Policy Manager will work with the Head of Policy and CEO to:

- Determine which research projects are required to support identified policy objectives.
- Scope out research projects, liaise with service providers, and secure approvals for the work.
- Oversee delivery of those research projects and manage the resulting engagement/communications activities.

ISEA Policy Strategy

The Policy Manager will work with the Head of Policy and CEO to:

- Contribute to the messaging and engagement campaigns around the key policy priorities of the association.
- Through the strategy and business planning process, contribute to the identification and development of the policy priorities, and author relevant elements of the business plan.

About You

- You are a people-person and your values align with the mission of the association.
- You care deeply about the environment, sustainability and climate action.
- You have a third-level degree in a field relevant to energy, environment, climate change or sustainability, for example: economics, public administration, politics, business, law, environmental science or engineering.
- You have a minimum of five years' work experience in a relevant field, where time spent pursuing a Masters-by-research, or a PhD, are countable towards work experience.
- You have good communications skills with wide ranging stakeholders.
- You have excellent project management skills.
- You have a proven attention to detail and ability to meet deadlines.
- You are an excellent team-player.

Desirable Skills

- You have experience operating in political circles.
- You have postgraduate research experience.
- You have experience using Microsoft Office 365, Microsoft Teams, Excel Spreadsheets and One Page CRM.

[Interested candidates are invited to send their CV and Cover Letter, in strictest confidence, to eva.barrett@irishsolarenergy.org.]