

## Role Profile | Public Affairs & Stakeholder Engagement Executive

<b>Location:</b>	Edinburgh / Remote	<b>Status:</b>	Full time
<b>Salary:</b>	£21,000-£25,000	<b>Reporting:</b>	Public Affairs & Stakeholder Engagement Lead
<b>Holidays</b>	29 days	<b>Benefits:</b>	Excellent benefits

### The opportunity

We're looking for a dynamic, curious and analytical individual with a passion to specialise in government relations and stakeholder engagement to join our public affairs and stakeholder engagement team. You'll have experience of political intelligence gathering, research, contact programme creation and campaign management, and be ready to become an integral member of the team delivering strategic communication campaigns. You'll ideally have at least 12 months' experience in a communication or public affairs role related to these areas and be ambitious to develop a fast-paced consultancy environment. You'll have a strong interest in politics, policymaking and stakeholder engagement in Scotland and the UK. Experience in the energy, infrastructure, technology and natural economy sectors would be advantageous.

### Aspect: The Strategic Communication Experts

Aspect was founded with a single goal: to create a unique platform to deliver expert strategic communication consultancy for ambitious clients. We see the bigger picture to help our clients realise their goals. Companies, governments, academics and charities trust our advice. We help them communicate with purpose and precision. We help them engage, influence and inspire. We help them change, lead and succeed. Strategic communication creating strategic advantage. What can you bring to our team?

### Why Aspect?

We're strategic communication experts. Our talented core team and global network of experienced associates and partners provide tailored advice, creative solutions and targeted campaigns that propel our clients onwards and upwards to future success. We've all held senior in-house communication roles, so we see things from our clients' perspective. We don't just come up with great ideas and strategies, we get our sleeves rolled up and deliver them.

### Our values

#### **We're brave**

We thrive on tackling big challenges and helping our clients succeed.

#### **We're dynamic**

Our expertise constantly evolves to ensure we always offer the best advice.

#### **We're passionate**

We care about our clients and take pride in the work that we do for them.

### **We're honest**

We always say what we think based on evidence and knowledge.

### **We're collaborative**

We enjoy working with like-minded people to achieve great results together.

## **Our culture**

We're a passionate and professional team who thrive in complex, issue-rich environments. We combine extensive in-house experience with external consultancy expertise to deliver objective strategic communication advice and solutions in even the most challenging situations. We trust and support each other to deliver great work. We believe in helping our people grow and develop – personally and professionally. We work hard and have fun doing what we enjoy. Are you Aspect?

## **The role**

- Support the delivery public affairs and stakeholder engagement campaigns across diverse integrated client accounts.
- Support account leads with day-to-day client management, providing hands-on support in tasks like research and political monitoring, stakeholder mapping, written briefing materials and reports.
- Coordinate in-person stakeholder engagement opportunities with key audiences, with support from the team to organise to 1:1 meetings, community consultation events, roundtables and parliamentary receptions.
- Help make sure that Aspect remains fully compliant with lobbying transparency rules at Holyrood and Westminster.
- Attend networking events and be proactive in seeking out opportunities for business growth.
- Help shape and deliver Aspect's own stakeholder events for current and prospective clients, as well as guest speakers.
- Use your initiative to horizon-scan for new opportunities and ideas that can help inform business development for Aspect, its clients and your colleagues across the firm.

## **Your experience and character**

- At least 12 months' experience in a relevant communication or public affairs role, either in-house, in consultancy, parliamentary/ministerial advisory or civil service.
- Knowledge of the Scottish and UK public affairs and stakeholder landscape, as well as a keen interest in the issues that are shaping the external environment across our core sectors
- Experience in managing multiple priorities with excellent planning, project management, analytical and writing skills
- Broad interest in Scottish and UK policy making with the ability to offer tailored insights and added value to clients across multiple business sectors.
- Excellent written and verbal communication skills and great attention to detail.
- Strong team player, with the desire to get stuck in supporting colleagues across the business.
- A consultancy mindset with the ability to work at a fast pace and to deadlines.

- Great interpersonal skills and the ability to build strong client relationships.
- Ability to earn the trust of clients as an objective adviser on politics and public affairs
- Comfortable translating complex information into compelling, accessible briefings.

## Your qualities

- Strategic thinker
- Talented writer
- Great planner
- Structured and organised
- Delivery focused
- Measured and calm under pressure
- Real attention to detail
- Creative
- Team player
- Excellent communicator
- Able to juggle multiple priorities
- Engaging and fun
- Commercially minded
- Curious
- Confident
- Collaborative
- Entrepreneurial
- Problem solving

## What we offer

- 29 days' holiday each year
- Your birthday off
- Christmas party
- £500 recruitment incentive
- Internal & external training
- Professional qualifications
- Mentorship programme
- Appraisal programme
- iPhone, MacBook, Thunderbolt Display
- Enhanced maternity, paternity and adoption pay
- Additional days' holiday for each year's service ^
- Cycle to Work scheme
- 4pm Friday finishes Jun, Jul, and Aug
- 4pm Friday finishes on payday Sept to May
- Half day in December for Christmas shopping
- Full day for charity activity each year

^ Up to a maximum of five years

## Application Process

To apply for this role, please send your CV and a covering note to [joinus@weareaspect.com](mailto:joinus@weareaspect.com).