

Job title: Corporate Affairs Manager

Reports to: Head of Corporate Affairs and Communications

Job purpose

As Corporate Affairs Manager you will play a key role in the external positioning of MOSL. You will devise, manage and deliver government and stakeholder relations activities with a particular focus on the impact of policy and the changing political environment.

You will work closely with the Head of Corporate Affairs and members of the Senior Leadership team (SLT) to align internal audiences and devise and communicate clear and accurate external policy positions and messaging to place MOSL as a thought leader within the water retail market and wider water industry.

Key accountabilities

Government and Stakeholder Relations

- ◆ Help to develop and manage the implementation of government and stakeholder relations strategies and programmes which:
- ◆ Enhance MOSL's reputation within the water retail market and among key policy makers, industry bodies, advisors, regulators and the UK Parliament
- ◆ Enhance the quality and depth of MOSL's political, policy and stakeholder relationships
- ◆ Reflect the vision and strategy objectives of the Corporate Affairs team and wider organisation goals and strategies (i.e. purpose and vision)

- ◆ Develop and manage horizon-scanning across the organisation, supporting departmental goals, particularly in relation to governance and code change delivery and its impact on the market and regulatory-landscape
- ◆ To take responsibility for facilitating a programme of external events/meetings with key industry leaders, including think tanks, public officials, advisors and relevant industry experts on behalf of the Senior Leadership Team (SLT), with the aim of influencing the emerging policy debate and demonstrating MOSL's thought leadership expertise
- ◆ To provide strategic counsel by providing political and policy intelligence and analysis of relevant emerging policy and political developments, together with clear recommendations to the SLT and senior colleagues
- ◆ To develop and deliver external stakeholder campaigns, as required, to enhance the understanding of MOSL's role among key audiences, and internally amongst colleagues
- ◆ To build relationships with key policy/political stakeholders on behalf of MOSL
- ◆ To build and maintain relationships with all levels of management within the business and attend meetings with SLT, where appropriate
- ◆ To produce high quality written materials to support the delivery of all activity, including policy briefings and reports
- ◆ To be an ambassador for MOSL and manage MOSL's corporate reputation

Sustainability

- ◆ To support the development and delivery of MOSL's Corporate Social Responsibility, building partnerships and positioning MOSL as a thought leader, capable of driving wider sector goals, such as water efficiency and water resilience policies

Communications support

- ◆ Support the Corporate Affairs team through its BAU deliverables, including social media channels, communication channels and ongoing campaigns/projects

Personal profile

Capability, Knowledge and Experience

- ◆ Experience in government affairs and/or corporate communications
- ◆ Proven expertise in devising and implementing effective government affairs campaigns
- ◆ An understanding of the UK political and policy environment, with particular reference to water and utilities

Education and Qualification

- ◆ Educated to degree level (or equivalent), within a relevant discipline is preferred, but not essential

Personal Characteristics

- ◆ Ability to work effectively across the organisation and with external stakeholders
- ◆ Excellent communication (both written and verbal) and interpersonal skills
- ◆ Excellent organisational skills including the ability to produce high quality work to tight deadlines
- ◆ Problem solver, with proven conceptual, analytical and strategic thinking skills
- ◆ Strong skills in Microsoft Outlook, Word, Excel, PowerPoint
- ◆ Self-starter, confident and proactive in your approach to new tasks and can manage your time across a range of competing projects and priorities

Approved by: Lyvia Nabarro

Date: 3 May 2020

CV and Covering letters should be sent to people@mosl.co.uk