

Job Description

Job title	Senior Manager
Team	Public Affairs
Band	G
Reporting to	Senior Director, Public Affairs
Management responsibility	Yes

Purpose of the job

This is an exciting, fast-paced role within the Bank's Public Affairs team, now part of the wider **Strategy & Engagement Directorate** (which also includes Policy & Strategy, Economics, ESG, and Communications). It is an especially dynamic time to join the Bank, with significant announcements following the recent Spending Review, an important role to play in delivering the UK's Industrial Strategy, and leading our work to establish the **British Growth Partnership** to unlock greater institutional investment into venture capital.

The Senior Public Affairs Manager will take a leading role in the design and delivery of the Bank's Public Affairs strategy, ensuring the Bank is promoted, positioned, and protected in its engagement with government, parliamentarians, think tanks, business and finance groups, and other key stakeholders. The role has a particular focus on the **investment side of the organisation**, specifically our **Patient Capital** and **Direct Investment** programmes, ensuring these are clearly understood and supported by policymakers and influencers.

Reporting directly to the **Senior Director, Public Affairs**, this role carries line management responsibility for multiple team members and will work closely with colleagues across Strategy & Policy, Economics, Communications, Product, and Legal teams. The post-holder will translate policy positions, strategic priorities, and the Bank's performance into clear, impactful, and well-timed stakeholder communications.

The Senior Public Affairs Manager will manage multiple complex projects simultaneously and provide high-quality political and strategic advice to members of the Executive team on issues of national significance to the Bank. This position requires innovative thinking, collaborative working, and the ability to deliver meaningful impact in a high-profile, politically engaged environment.

Main duties

- Formulate, lead, and report on projects (which align with the Bank's Public Affairs annual strategy) that protect and promote the Bank's reputation in Westminster, the Devolved Administrations, regional funds, and other regions in the UK. This will include leading on strategically significant policy areas such as delivery of the UK's Industrial Strategy, the Bank's role in establishing the British Growth Partnership to unlock institutional investment into venture capital, and public affairs engagement on pensions policy.
- Line-manage members of the team, ensuring staff members are high-performing and deliver against their set objectives in alignment with the Bank's core objectives, and ensuring they are well-motivated and have opportunities to develop their skills.
- Horizon scan and monitor business and parliamentary activity so that political developments which have the potential to impact the Bank are appropriately flagged, and subsequently lead work with colleagues so that opportunities and threats are addressed accordingly.
- Ensure the Bank is understood by key influencers including Secretaries of State and Ministers, the Shadow teams, parliamentarians, think tanks, officials, special advisers, regulatory/professional bodies, and business and finance stakeholder groups.
- Co-ordinate the production of materials for events, reports, and meetings to ensure they are high quality and timely. This will include drafting presentations and speeches for the Bank's senior management team; co-ordinating the Bank's evidence sessions at Parliamentary Select Committees (including producing comprehensive briefing materials for senior staff); and helping to organise a series of 'teach-ins' with parliamentarians and/or their staff.
- Identify and progress the Bank's parliamentary and stakeholder roundtable and briefing activities, helping to support the Bank's work as the centre of expertise on SME access to finance and investment issues, with a particular emphasis on the Bank's Patient Capital and Direct Investment programmes.
- Ensure that responses to Parliamentary Questions, HMG requests for information, and enquiries from parliamentarians are high quality, accurate, and produced in a timely manner.

Given the varied and fast-paced nature of the role, the Senior Public Affairs Manager will also be required to undertake additional responsibilities, depending in part on the Bank's evolving priorities.

Knowledge and experience

Essential

- Proven experience in public affairs, government relations, or a related policy role, with a strong track record of influencing policy and delivering impact.
- Demonstrable experience of engaging directly with **Parliament**, including building relationships with parliamentarians, Select Committee engagement, and responding to parliamentary activity.

- Excellent political awareness and understanding of UK political processes, with the ability to identify opportunities and risks to organisational objectives.
- Strong written and verbal communication skills, with the ability to translate complex policy and technical information into clear, persuasive messaging for a variety of audiences.
- Experience of managing multiple complex projects simultaneously and delivering under pressure in a fast-paced environment.
- Proven ability to lead, motivate, and develop team members to deliver high-quality outcomes.
- Collaborative working style, with the ability to build effective relationships across teams and with senior stakeholders.

Desirable

- Experience in or strong understanding of **financial services**, particularly relating to investment markets, venture capital, and/or **pensions policy**.
- Knowledge of and/or experience working on **industrial strategy** policy areas.
- Experience of working with or within government departments, arm's length bodies, or regulatory/professional bodies.
- Understanding of the economic and policy environment affecting SME access to finance and investment.

Internal and external stakeholders

Internal:

- Strategy & Policy, Economics, Communications
- Senior Leadership Team
- Legal team
- Product teams
- The Board

External:

- Ministers and their office (including SpAds); parliamentarians, APPGs, Committee Clerks
- Trade associations and other key stakeholders and influencers

Budgets / Delegated Financial Authority / fund size / scope of investments

Have day-to-day responsibility for the Public Affairs budget, ensuring spend is recorded and on track and representing good value for money.

Key competencies/behaviours

- A clear understanding and demonstrable knowledge of current affairs and relevant SME finance public policy issues.
- Political sensitivity and strong political acumen.
- Excellent communicator: articulate and succinct; precise and concise written drafting, which distils complex and often technical material into straightforward language; and the ability to advise and advocate with senior management, colleagues and other stakeholders.
- Ability to lead and work at pace on multiple projects to tight deadlines, consistently delivering to the highest standards; takes the initiative and works well under pressure.
- A strong team-player, building strong relationships across the Bank.

Qualifications

N/A

Is this a regulated role?

No