

## UKRN Manager secondment opportunity

### ONLY STAFF FROM UKRN MEMBERS ARE ABLE TO APPLY FOR THIS SECONDMENT OPPORTUNITY

Job Title	UKRN Manager
Organisation	UK Regulators' Network (UKRN)
Proposed length of secondment	Full time, one to two-year secondment
Reporting To	Attricia Archer, UKRN Director
Job Level	UKRN Manager level
Location	Based at UKRN's host regulator office, Civil Aviation Authority, Westferry, Canary Wharf, with hybrid working arrangements in place
Closing date	30 <sup>th</sup> April 2025
Submit applications to	<p><a href="mailto:Nicole.Trinder_ukrn@caa.co.uk">Nicole.Trinder_ukrn@caa.co.uk</a> – please send CV and covering letter (500 words max) setting out your suitability for the role.</p> <p>For any questions or discussion about the role, please contact <a href="mailto:Attricia.Archer_ukrn@caa.co.uk">Attricia.Archer_ukrn@caa.co.uk</a></p>
Funding	Funded by UKRN
<p><b>Purpose of the Role</b></p> <p>This is an exciting opportunity for an ambitious individual to provide strategic leadership at UKRN. You will represent UKRN and our members in our engagement with government on regulatory reform. You will develop effective networks across our members and with key external partners and thinktanks on thought leadership on effective regulatory practice, and to promote the value of independent regulation and regulators. You will have key responsibility for delivering at least one of the six core objectives as set out in our Strategy 2024-27, depending on your expertise, including supporting sustainable economic growth, championing effective regulation, telling our story and making regulation an attractive career choice.</p> <p><b>What's in it for you?</b></p> <ul style="list-style-type: none"> <li>You will build relationships with senior representatives and CEOs from across our members, and our key partners in government and civil society.</li> <li>You will develop your understanding of regulation – engaging with key thought leaders within our regulatory members and external stakeholders.</li> <li>In addition to regulatory reform, you will have the opportunity to delivery meaningful impact on your area of specialisation – whether that be making regulation an attractive career choice or another of the UKRN's Core Objectives.</li> </ul> <p>You will have a high degree of autonomy in shaping your own areas of work, in the collaborative and dynamic environment of the small UKRN team.</p>	
<p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>Contribute to, and when required, lead UKRN policy and strategic work.</li> <li>Manage a host of external relationships the UKRN has built, including relationships with government departments, consumer groups, investors and public organisations.</li> <li>Manage internal relationships and provide guidance when required.</li> </ul>	

- Champion the UKRN Strategy and annual delivery plans, produce briefings for external meetings, draft official UKRN correspondence and responses to consultations on behalf of UKRN, where necessary.
- Promote the work of UKRN and the benefits of the network externally, by participating in conferences and workshops.
- Provide guidance and secretariat support for governance streams and professional network groups such as Comms, Research and Strategy Groups.
- Promote the work of UKRN and the benefits of the network internally, by sharing information with colleagues from across member regulators and creating networks amongst them, through engaging networking events.
- Supporting the wider team

### Skills, knowledge and experience

#### Essential

We are looking for a pro-active individual with a can-do attitude, who will thrive in a fast paced environment, delivering a varied portfolio of work. You will need to:

- Engage effectively with and influence a wide range of stakeholders at all levels;
- Possess the ability to think strategically and have experience in communications, to promote the work of UKRN internally and externally in the most suitable way;
- Prove your effective project management skills;
- Have a clear and concise drafting style in order to produce high-quality drafts of documents, correspondence and minutes for senior colleagues;
- Demonstrate confident and articulate verbal communication skills.
- Be able to work quickly and switch between tasks in a fast-paced environment, ensuring attention to detail.
- Knowledge of the current political landscape, particularly issues affecting independent regulation

#### Desirable

- Knowledge or experience within Human Resources or Communications
- Experience with social media, namely websites and/or LinkedIn
- Experience of policy development
- Experience of relationship management and communications

### The UKRN

The UK Regulators' Network brings together our member regulators to explore common policy areas. It seeks to implement better and more effective collaboration between regulators, to improve the coherence of regulatory policy work and share ideas for more efficient working.

The UKRN is led by the CEOs of our members, including the utilities sectors, financial services, transport, housing and cross-sector bodies. The UKRN is comprised of governance and professional networks which enable members to share knowledge and expertise and collaborate across sectors, supporting consistency. The governance is supported by a group of senior directors from across the membership, who are responsible for the delivery of the UKRN work programme.

The UKRN has an exciting and challenging forward Strategy 2024-27, focused on several aspects including supporting economic growth, championing effective regulation, and making regulation an attractive career choice.

Our core objectives comprise:

- 1) Promoting collaboration
- 2) Supporting the Net Zero transition
- 3) Addressing vulnerability
- 4) Supporting sustainable economic growth
- 5) Championing effective regulation and telling our story
- 6) Making regulation an attractive career choice

We enable strategic engagement between members and key stakeholder groups, working together on policy issues – where we can achieve more through working together than we can individually, identifying common themes such as Diversity and Inclusion, where we can speak with one voice and improve outcomes.

For further information about UKRN, please refer to our website - <https://www.ukrn.org.uk/>