

JOB DESCRIPTION

DIRECTORATE: Policy and Governance

JOB TITLE: Policy and Governance Administrator

REPORTS TO: Head of Policy and International (with responsibilities to Director of Governance and HR)

LINE MANAGEMENT RESPONSIBILITIES: N/A

SALARY GRADE: 6. Administrator

KEY PURPOSE OF THE ROLE:

The role is responsible for providing day to day assistance to the Head of Policy and International, and regular assistance to the Director of Governance and HR.

The role will involve carrying out research on policy and legal matters, and compiling regular internal briefings. The role will also include drafting briefings, keeping briefings updated, digesting and summarising news articles and newsletters, organising filing and keeping stakeholder spreadsheets/documents up to date.

Additionally, the role will involve supporting the Director of Governance and HR by maintaining statutory registers of DACS' Board Directors, supporting delivery of DACS' AGM and supporting activities of DACS' staff forum and staff surveys.

RESPONSIBILITIES:

Research and compile weekly briefings on relevant policy and copyright topics:

- Conducting research using media monitoring services on relevant political and policy changes, copyright issues and issues such as Artificial Intelligence which impact visual artists
- Condensing newsletters from DACS' network and highlighting what is most relevant to DACS
- Preparing regular updates of relevant information.

Drafting policy documents and communications:

- Prepare first draft or skeleton responses to public consultations, using DACS' key messages
- Carrying out research to gather evidence in support of consultations

- Managing a suite of DACS' policy briefings and briefing notes, and ensuring these are up to date and readily accessible
- Working with the Communications team to review news stories for the DACS website that relate to DACS' policy work
- Reviewing draft submissions to public consultations prepared by DACS' umbrella bodies.

Attending policy meetings:

- As requested, note taking at policy meetings attended by the Head of Policy and International, with a view to attending other meetings as and when appropriate.

Governance support:

- Support the work of the Director of Governance and HR, who ensures that the Board and its Committees are properly constituted, operated and supported, according to DACS' regulatory framework
- Fulfil company filing requirements with Companies House and maintain up-to-date statutory registers of Directors' details and the register of Directors' interests
- Support with the preparation of the annual staff survey and activities of the staff forum
- Support the delivery of DACS' Annual General Meeting, liaising with our election services provider to support the member voting process.

Qualifications & personal attributes

- Educated to A level or equivalent
- Excellent written and verbal communication skills
- 1 years' experience in an administrative role
- IT literate (especially Microsoft products)
- Excellent organisational skills and ability to work successfully to deadlines
- Excellent research skills

This job description will be periodically reviewed to take account of changing demands of the role.