



## THE CHARTERED GOVERNANCE INSTITUTE

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Policy Adviser
<b>RESPONSIBLE TO:</b>	President Chair, Thought Leadership Committee (TLC) Director General
<b>DIRECT REPORTS:</b>	None
<b>TEAM MEMBERSHIP:</b>	Liaise with: Thought Leadership Committee Division policy staff or Chief Executives
<b>OVERALL RESPONSIBILITY:</b>	Facilitate and assist with the development of the Institute's policy development programme to help achieve its mission to be the best explainers, the best advocates, the best educators and the most active organisation in the promotion of good governance internationally.
<b>PURPOSE &amp; OBJECTIVE:</b>	Assist in the development of the Institute's policy platform to enhance its ability to influence a wide range of governance, regulatory and legal issues of importance to Chartered Secretaries and Chartered Governance Professionals.  Assist in the development of substantive policy statements and discussion papers on governance, regulatory and legal issues.  Develop, and facilitate the development of, publications and intellectual property that will assist Chartered Secretaries and Chartered Governance Professionals in their work.
<b>KEY RESULT AREAS:</b>	The Institute's policy initiatives are professionally developed, represent the views of the TLC, and the TLC is professionally supported.  Policy statements are thorough, topical and represent the views of the TLC and/or Council and support the Institute's mission.

**KEY RESPONSIBILITIES: Policy support**

- Initiate and/or support the writing of submissions to governments, regulators, supra-national bodies or other bodies as requested by the TLC.
- Initiate or support the writing of substantive policy statements and/ or thought leadership papers.
- Provide research and analytical support to the TLC.
- Provide an early warning system of impending legislative/regulatory issues to support the TLC in their work.
- As requested, survey and consult the wider membership seeking their views regarding actual and proposed policy initiatives.
- Support the policy and advocacy work of the President, Chair of the TLC and the Director General.
- Provide all necessary secretariat and administrative support to the TLC.

**Publishing**

- Ensure excellent working relationships with external editors and designers as necessary.
- Maintain house style for all of CGI's publications from the TLC.

**INDICATORS OF ACTIVITY  
& OUTPUT:**

- At least quarterly meetings of the TLC with additional Working-Group meetings on an as-required basis.
- Four to five thought leadership papers/reports per year. Each could involve up to 80 hours per report, although occurring over several weeks.
- Regular contact with the Chair of the TLC and Director General, but on an as-required basis.
- Research and analytical support to the TLC that could involve in the vicinity of 80 hours per year.