



## Role profile

### Senior Policy Advisor – Exports and Investment

<b>Civil Service Grade:</b> Senior Executive Officer (SEO)	<b>Salary Minimum:</b> National - £37,803 London - £42,003	<b>Contract Type:</b> Permanent
<b>Job Type(s):</b> Policy	<b>Civil Service Profession:</b> Policy	<b>DfT Directorate:</b> International and Regulatory Reform
<b>Location(s):</b> London Birmingham Leeds		<b>Reporting to Job Title:</b> Grade 7 Policy Advisor, Exports and Investment

## Job description

### Job summary

This is an exciting opportunity to join the Exports and Inward Investment team. We are a cross-cutting team focused on what DfT and Government can do to assist the transport and infrastructure sector in increasing trade, exports and investment. The team was established to provide central expertise and drive a greater focus on exports across the Department as we leave the EU.

Our team is part of the International Directorate, which is responsible for ensuring DfT supports the Government's objectives of securing Free Trade Agreements with the EU and with other countries, and of making Global Britain a reality.

You will lead on developing export promotion policy for the Department and preparation for the Department's participation in Dubai Expo 2020. You will also support other pieces of work the team are responsible for: inward investment policy and sponsorship of Crossrail International. This is an exciting role that rewards initiative and a can-do attitude, particularly as it plays an important role in supporting the recovery of the wider economy.

You will work closely with partners in the department, and Other Government Departments (OGDs) to advise and influence Ministers and senior colleagues on an increasingly high-profile policy area. The immediate priority for the exports and investment team is to develop internal document for teams to use on export promotion opportunities, and opportunities for private investment in transport projects. The team are also delivering a substantial programme of stakeholder engagement for the Minister to gather evidence from industry on what Government can do to support business on export promotion.

There will be ample opportunity to shape the role according to areas of interest and development need.

This role is part of an organisation which encourages openness, inclusion, innovation and challenge, and where our people have opportunities to develop and further their careers. I am keen to receive applications from a diverse range of backgrounds as we continue to ensure that the Department remains a great place to work.

## Duties and responsibilities

Responsibilities include:

- To revise the department's export strategy in line with economic developments and the broader strategy developed by the Department for International Trade.
- To develop an exports "playbook" that support modal teams through practical engagement with industry and international counterparts.
- To work across the Department to champion export and investment opportunities for the UK transport and infrastructure supply chain.
- To build strong links outside of DfT, including with the Department for International Trade and FCO Posts/Embassies to facilitate their contribution to international activities and opportunities.
- To project manage and develop the transport-themed element of the UK's programme for Dubai Expo 2020 – you will represent the DfT in discussions with the Department for International Trade which is responsible for the UK pavilion at Expo 2020.
- To generate and develop policy ideas to respond to emerging Ministerial priorities, including through horizon scanning, keeping abreast of new research and producing recommendations.
- To support Ministerial engagement on exports and investment opportunities and owning cross-Departmental policies such as the Code of Practice for endorsing companies overseas.

## Person specification

The post holder will have strong stakeholder management skills, experience of working with senior leaders and/or Ministers, and the ability to make good evidence-based decisions with support from advisors and subject matter experts. The post holder will have the confidence to lead on projects with the ability to organise and prioritise workloads.

## Behaviours

The successful candidate should be able to demonstrate the following behaviours at SEO level:

- Working Together
- Seeing the Big Picture
- Delivering at Pace

[More information about Behaviours](#)

## Strengths

You will be assessed against Civil Service Strengths at interview. For further details, please see the [Civil Service Strengths Dictionary](#).

## Other helpful information you need to know

<b>Level of security clearance:</b> Baseline Personnel Security Standard (BPSS)	<b>Working Pattern:</b> Full-time; Part-time; Job share; Flexible working	<b>Contact Information:</b> Sian Gibson Sian.Gibson@dft.gov.uk 07769235125
---	---	---

We recognise the challenges that people with (multiple) protected characteristics may experience in the job market. We are fully committed to being an inclusive employer and ensuring equal opportunities. We are keen to make our workforce as diverse as possible, and we hope to attract applications from underrepresented groups, including Black, Asian and Minority Ethnic (BAME) people, people with a disability, and people with gender diverse identities. We would also welcome applications from candidates from lower socio-economic backgrounds who are looking to take their first steps into the world of work and into learning.