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| Government Strategy Manager |
| Strategy and Transformation |

# Departmental/Directorate overview

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| With one in three UK workers saving with Nest and over £40 billion invested on behalf of the UK workforce, Nest is one of the largest pension schemes in the UK. Established in 2010, Nest was set up as a critical pillar of the government’s automatic enrolment pension programme, with a public service obligation to accept any employer wishing to use the scheme. Nest exists to deliver better financial outcomes for our members, with a focus on delivering for the low to median earning population we were set up to serve and a commitment to invest responsibly and to return any profit we make to our members.Now that NEST is operating in the market at scale, we are facing into a series of new challenges and opportunities: how can we evolve the business to best serve our membership, taking into account the obligations placed on the scheme due to the nature of our funding arrangements with Government? How should our strategies evolve and how can we best hold ourselves to account for delivering on those strategies? What does external change – in public policy, technology, regulation or consumer behaviour – tell us about how the scheme may need to adapt in future? And how can we influence that change to the benefit of our membership?The Strategy and Transformation Directorate sits at the heart of Nest. It is responsible for defining and overseeing Nest’s overarching strategy including our corporate purpose, vision and business priorities, and for helping the business ensure it is delivering in line with that strategic framework. The Directorate helps Nest engage with the outside world, in particular our key partners in government in order that we are best placed to understand and manage the risks and opportunities stemming from external change, including policy change. This isn’t your typical pensions industry job. We don’t have shareholders to please and our values drive what we do. We are committed to delivering better retirement incomes for our membership, many of whom are low to middle income earners, and may be saving for a pension for the first time. We are industry leaders in responsible investment with huge potential to make a difference in relation to environmental, social and governance goals. We want people to look to the future with optimism and to give our members bigger pensions in a better world – not one or the other. |

# The role

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| The Government Strategy Manager is a critical role within the directorate, helping to shape our relationship with DWP in order to ensure the successful delivery of our strategy. You will work with others in the directorate and across Nest to understand our delivery plans and the interactions with government policies and controls. You will help shape and deliver a strategy to maximise the government relationship in support of those plans.You will manage our critical day-to-day relationship with DWP’s partnership team, in particular helping to plan and manage regular ‘set piece’ engagements with Government – including our quarterly strategy and accountability reviews. You will act as primary point of contact for engagement with DWP, supporting stakeholders across Nest to manage issues that emerge. You will be expected to build a strong working knowledge of some of the more technical elements of our stewardship relationship with Government – for instance, the framework and loan agreements - and act as an expert source of advice for colleagues across the business. And critically, you will be expected to build positive and constructive working relationships with counterparts at DWP. You will be expected to be flexible, and may be called on to assist with any element of the Strategy and Corporate Affairs brief, appropriate to the level of the role. We are open to candidates who can bring a diverse range of experience to the role and in our selection will prioritise candidates with extremely effective written and verbal communications; experience of working with or within the public sector; and an enthusiasm for supporting Nest to deliver its purpose on behalf of our 13 million members. |

# Scope and deliverables

## Accountability

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| * Supporting the development of the government engagement strategy, and managing its delivery.
* Managing the day-to-day working relationship with DWP’s partnership team on behalf of Nest.
* Acting as an expert in the government relationship and the control environment, supporting stakeholders across Nest in their interactions.
* Liaising with internal and external stakeholders as required in support of strategy and government relations initiatives, and staying sighted across Nest’s engagement with departments.
* Dealing with all matters in a confidential and timely manner and be trusted implicitly with sensitive information.
* Acting as the risk business partner.

Accountabilities may change as business needs evolve. |

## Deliverables

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| * Regular, autonomous engagements with DWP.
* A ‘knowledge source’ documenting our key interactions with Government – to include meeting reports, minutes and actions relating to interactions with DWP.
* Writing briefing materials for the Chair of the Board of Trustees, CEO and other senior leaders at Nest about important topics as required.
* Stewardship of specific issues with DWP, for example where legislative changes are required to support the delivery of Nest’s strategy.
* Delivery of the corporate plan.
* Knowledge sharing and training exercises with the business.
* Drafting formal letters and emails on behalf of senior colleagues.
* Handling internal and external queries in a timely manner and escalating priority items based on an understanding of current issues.
* Producing agendas, preparing and circulating documents and notetaking as required
* Assisting in preparing and maintaining documentation of key interactions with government, including meeting notes, reports, and action items.
* Maintaining a central repository of Nest’s positions on key government relations issues.
* Proposing the Directorate’s input into risk registers, including the principal risk the Directorate scorecard.

Responsibilities may change as business needs evolve. |

## Relationships and autonomy

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| * The role will report to the Head of Strategy and Corporate Affairs.
* This role and will have considerable amounts of contact with the CEO and Directors.
* Collaborate with colleagues across various functions, including: finance, data and insights, customer experience, Nest Invest, Nest Insight etc.
* Share knowledge with colleagues, cover for each other, and come together on collective tasks and projects when required.
* You will also interact with civil servants at all levels.
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# Role requirements

## Experience and technical skills

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| Necessary:* Evidenced experience of building strong and positive working relationships at all levels
* Experience of influencing stakeholders
* Experience of working with or within Government or the public sector

Desirable:* Experience of working within a strategy function
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## Personal attributes

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| * Proven ability to build effective relationships with both internal and external stakeholders at all levels
* A genuine enthusiasm for the subject matter and for helping NEST to deliver effectively for its members
* An ability to work autonomously with limited input from line manager
* An ability to work flexibly to accommodate changing priorities and external environment
* Strong written and verbal communication skills
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## Differentiators

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| This role is ideal for someone looking to contribute to an organisation with a strong purpose and commitment to building financial peace of mind for all. You will be part of a small and high-performing team that offers exposure to strategic and government relations work, making a tangible impact on members’ futures.We are looking for someone with exceptional stakeholder management and communication skills.  |

## Working pattern

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| Flexible working patterns, including hybrid working, compressed hours, part time hours and job shares, are actively supported in our team. Working in office (Canary Wharf) or hybrid working from home and office. The Strategy and Transformation team are usually in the office at least two days a week, and share some days when all are expected to attend in person. Some attendance at meetings and events in other locations may be required. |

## Grade Descriptor

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| Grade 2 |