



Gangmasters & Labour Abuse Authority

Policy Officer

Summary of the role

To support the operational functions of the GLAA on legal and policy issues relating to labour market regulation, with regard to new legislation, and the requirements of Government Better Regulation initiatives.

Responsibilities

- Interpreting GLA/GLAA legislation, seeking legal opinion, where necessary, to obtain and provide internal clarification on issues
- Providing analysis of the impact of procedural changes in accordance with the Business Impact Test requirements
- Collating and responding to public consultations of relevance to the GLAA
- Identifying, and producing procedural guidance for implementation in the internal Standard Operating Procedures, and for external guidance in Briefs for stakeholders/licence holders
- Contributing to and dealing with enquiries and requests for advice from within the GLA and externally regarding the operation of GLAA legislation, and licensing standards
- Drafting answers to Parliamentary Questions and correspondence, initial complaints and preparation of responses
- Providing the secretariat function to the GLA User Group
- Working with the Director of Strategy and Communications and wider team to improve stakeholder engagement
- Acting as first point of contact for Freedom of Information and Data Protection requests
- Supporting the GLAA's international engagement projects by drafting contributions to international reports on the GLA's role to prevent labour exploitation
- Providing assistance in complaint review and identification of changes to procedures that may be required.

- Any other reasonable duties as required

Knowledge and Skills

Essential

- Demonstrable experience of legislative based policy development.
- Excellent spoken/written communication skills and fulfil all spoken aspects of the role with confidence through the medium of English.
- An ability to build and maintain constructive working relationships.
- Good organisational skills with the ability to work to tight deadlines.
- Ability to analyse and propose policy change to drive effective regulation.

Desirable

- Experience of working in a regulatory environment.