

# BRITISH COPYRIGHT COUNCIL

## Director of Policy and Public Affairs

<b>Reporting To:</b>	The Chairman and the Board
<b>Staff Supervised:</b>	Part time General Manager and other freelance services
<b>Basic Hours of Work:</b>	<b>Per week: 21 (part time, freelance)</b> Hours to suit but where possible within the normal working day of member organisations and government departments. Should be flexible as workload varies.
<b>Remuneration</b>	<b>£ 2,500 per month (£30,000 pa)</b>

### KEY PURPOSE

- To work with the Members of the British Copyright Council (BCC) and its Board and Working Groups to formulate and promote copyright policy.
- To ensure the smooth running of all aspects of the BCC's operations and administration and to make it an efficient and effective organisation.
- To act as the BCC's representative as and when required.

### SPECIFIC DUTIES:

#### Advocacy/policymaking

- Oversee the role of the BCC in developing policy;
- Monitor and research policy developments at UK, European and international level and report to Board and members;
- Ensure the BCC responds to relevant consultations;
- Attend all meetings of the Board, Council, Copyright and Technology Working Group and other ad hoc Working Groups (all held in London);
- Working alone or with others to draft BCC responses to consultations and other legislative developments;
- Maintain relationships with other organisations and with government for the purpose of monitoring and responding to policy developments;
- Ensure proper member approval procedures for achieving consensus on responses are agreed and followed and ensuring members participate and contribute where possible;
- Attend external meetings and represent the BCC on policy issues, either alone or with Board and Members;

#### Management/administrative duties

- Supervise the General Manager;
- Oversee, lead and implement the outcome of internal projects e.g. strategic review;

## **Membership Liaison**

- First point of contact for Members and for other non-member organisations which work with the BCC;
- Develop membership by managing membership relations and developing/implementing a membership recruitment strategy.

## **Communications and Enquiries**

- Preparation of press releases and liaison with press;
- Prepare content for the website;
- First point of contact for government;
- First point of contact for press;
- Only point of contact for members of the public..

## **Education/training**

- Oversee the running of the BCC/WIPO Training Course\* (a two week residential course for government officials from developing countries) including organisation, programme development, speakers, fundraising, hospitality, hotels and participant welfare, financial management, etc.\*

\* A separate fee of £6,000 pa is paid for organising the training course. This can be undertaken by the Director of Policy and Public Affairs, the General Manager or a third party, to be agreed.

The above outlines the broad duties of the role and the Board reserves the right to vary these duties to suit the requirements of the business.

Please email applications with CVs to the BCC Chairman, Trevor Cook, at [trevor.cook@wilmerhale.com](mailto:trevor.cook@wilmerhale.com), no later than 31 July 2017.