
EVIA Head of Policy Job Description

Days per week: 3 to 5

Location: Central London/Flexible

Annual Salary: Competitive

Synopsis:

Full support of the CEO in a very small team concerned with the day to day running of the trade bodies European Venues & Intermediaries Association (EVIA), the London Energy Brokers' Association (LEBA) and related corporate entities. Will add structure to the work of the organisation by being responsible for seeing through the completion of any work resulting from the associations' top priorities (as identified by members).

This will include advocacy on legislative proposals and market structural developments, .The job will involve drafting of position papers and consultation responses and the public dissemination of key messages through relevant media and other relevant channels.

Reporting: Direct report to CEO

Scope: Regulated financial instruments, derivatives, cryptoassets and digital currencies, money market and FX instruments, commodity markets.

Profile / Experience

- Law, business, or equivalent experience.
- Interest and/or experience in wholesale financial markets.
- Experience in working with legal texts and responding to consultations.
- Excellent drafting skills are an absolute must. Must be able to process large amounts of information from different sources in short periods of time and synthesise this into clear, succinct, and structured written output.
- Is good at explaining things that are technically difficult to understand to a layman's audience. Experience in drafting texts, redlines and collaboration tools and media
- Experience in making corporate plans and presentations.
- Is diligent and good at coordinating with a variety of stakeholders to produce (often written) output. Is structured and focused on deliverables.

Technical immersion: needs to be able to immerse him/herself quickly with the workings of the Organised Trading Venue and Inter-Dealer Brokerage sector.

Role description

1. Advocacy, Industry strategy and business development:

- Promote the advocacy of the EVIA business sector and component segments. Will add structure to the work of the organization by being responsible for seeing through the completion of any work resulting from the association's top priorities (as identified by members). This will include drafting of position papers and consultation responses.
- Regulatory change; become closely familiar with all pertaining regulations and related ongoing developments, including supervisory guidance and interpretations. Interpret the impact of regulatory developments into business practices across different product sets, business models and geographical perimeters.
- Acting as a conduit to the various relevant governments, central banks and authorities to build a working relationship around this framework with relevant legislative bodies, supervisory agencies, and market participants.

2. Member Coordination and Legal:

- Assessing member requirements and responding to requests and proposals.
- Coordinating member working groups including those on business controls, rules, and compliance.
- Providing compliance support for EVIA and LEBA businesses by ensuring that members receive regulatory and supervisory information and publications and coordinating industry responses where required.
- Providing secretariat functions to such as agendas, notes, meeting minutes and drafting versions.
- Scheduling and assembling consultation responses and comment letters together with relevant quantitative analysis.
- Assembling and organising relevant information, and briefing members of relevant market/policy developments.
- Coordination with third parties including public sector agencies, professional advisory firms, and other trade associations.

Contact: Alexander McDonald
Chief Executive Officer
compliance@evia.org.uk

8th October 2020