

General conditions

This is a full time, permanent salaried post.

It is home based, with attendance at London office one day per week, and additionally as required for the proper performance of the role. Travel to meetings within the UK will be required.

The salary will be competitive and is set by agreement with the Chief Executive.

Context

The role of Construction Plant-hire Association (CPA) is to represent and further the interests of its Members. The UK construction plant hire industry is the best established and most professional in the world, and is worth over £4 billion to the UK economy. CPA is the leading trade association for this sector in the UK and CPA Members supply 85% of hired plant to the construction industry.

Established for over 75 years, the CPA has over 1,600 members, with premises in the City of London, and a permanent staff of experienced employees. The Association is governed by a Council of Members, who represent construction plant hire companies of all types and sizes throughout the UK.

Job purpose

To analyse external and internal influences on CPA policy, to develop and lead the implementation of policy, to further the best interests of CPA Members.

Policy-centred duties include

- Monitor formal and informal policy and business environment changes
- Monitor innovation and technology developments
- Analyse and assess changes to identify their potential impact on CPA Members
- Plan responses as appropriate to achieve CPA's goals and outcomes
- Support colleagues in identifying policy issues relating to specialist projects
- Lead, coordinate, liaise or support implementation of responses and projects as appropriate
- Submit formal responses to official and other consultations
- Be spokesperson and representative of CPA in official and industry committees and groups
- Form working groups and coordinate communications with Members
- Maintain relationships and communications with other Trade Associations
- Act as link on policy issues with business media and social media.
- Lead organisation of annual CPA conference
- Manage and coordinate CPA's participation in conferences and speaker opportunities
- Respond to internal and external requests for information

General duties

- Manage work in accordance with budget and operational plan
- Work with colleagues and CPA's specialist service providers to further CPA's aims
- Other duties as required as part of a small organisation with a large outreach

Key relationships

- Reports to Chief Executive
- Liaises with colleagues heading other key CPA functions
- CPA Council, Chairman and President
- CPA Special Interest Groups and committees
- Member companies, collectively and individually
- Policy makers in central and local government, and industry