

Candidate Briefing Document

Policy Advisor (Legal, Employment & Taxation)

Salary: £33,000 - £37,000 depending on experience (plus generous pension and benefits package)



London / Hybrid • Permanent • 5 days per week.

Welcome

Thank you for your interest in joining the UK Chamber of Shipping.

This pack provides information about the organisation, the Policy Advisor role, the person specification and how to apply.

About the UK Chamber of Shipping

The UK Chamber of Shipping is the trade association and voice of the UK shipping industry. We represent more than 100 shipping companies and work with Government, parliament, international organisations and others to champion and protect the industry on behalf of our members.

For further information on who we are and what we do, please visit our website at <http://www.ukchamberofshipping.com/>

The Opportunity

To help develop and present Chamber policy in relation primarily to maritime employment issues, shipping commercial issues (in particular, taxation) and to maritime legal issues.

Responsible for providing policy advice and support, primarily in relation to employment, taxation, finance and reporting measures and maritime law, marine insurance and documentary issues, to the Chamber and its members.

Key Responsibilities

General

- Keep up-to-date with international, regional and domestic regulatory developments which affect the Chamber's policy work, with focus on employment, legal, insurance, commercial and taxation issues.
- Keeping members informed and co-ordinating their views to formulate policy positions which affect shipping.

- Carry out research and prepare position papers on international, regional and domestic developments, and to respond to consultations for internal and external audiences.
- Represent the UK Chamber and UK shipping to, as well as developing and maintaining relationships with, government, stakeholders and various public and private organisations (including the International Labour Organisation, International Maritime Organisation, International Chamber of Shipping, Baltic and International Maritime Council (BIMCO) and Comité Maritime International)
- Manage the process and outcome of projects such as events which promote specific policy outcomes.
- Assist in other areas of policy as required.

Employment

- Provide policy advice and support on maritime employment issues, in particular those covered in the ILO Maritime Labour Convention, 2006 (MLC) and provide secretariat support to the Employment Committee.

Legal, Insurance and Documentary

- Manage the Documentary Sub-Committee and serve as its Secretary, and to participate in the BIMCO Documentary Committee as a UK 'Club' representative to represent UK shipping interests.
- Provide policy advice and support to members affected by legal, insurance and documentary development, as well as secretariat support for the Legal, Insurance and Documentary Committee.

Taxation

- Provide policy advice and support to members affected by taxation, finance and reporting measures as well as secretariat support to the International Trade and Tax Committee.

Please also be aware of and follow the organisation's policies and procedures, with particular attention to equality and diversity. To further your development and knowledge you will be expected to attend training as necessary.

The organisation reserves the right to amend this job description as necessary, after consultation with the post holder, to reflect changes in or to the job.

	Essential	Desirable
Experience & qualifications	<ul style="list-style-type: none"> • Law degree or equivalent qualifications, and/or an STCW Certificate of Competency • Experience of developing policy 	<ul style="list-style-type: none"> • Industry qualifications (e.g. Institute of Chartered Shipbrokers')
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the legislative and parliamentary processes • Knowledge and understanding of shipping industry • Knowledge of maritime law, legal principles and insurance matters • Knowledge of tonnage tax and EU State Aid principles • Some commercial awareness 	
Skills	<ul style="list-style-type: none"> • Ability to work on own initiative • Ability to assimilate information quickly • Good organisational skills • Attention to detail and a good memory in order to ensure consistency of policy on long-running subjects • Keen policy and legal research and analytical skills in order to identify issues that impact on shipping businesses • Strong written and oral communication skills, in order to explain regulatory developments and provide policy advice to members, and to represent their interests convincingly to government and elsewhere • Efficient, professional and approachable manner to inspire confidence and credibility among members, government and other bodies. • A capacity to deal with reasonably complex issues and good problem-solving skills 	<ul style="list-style-type: none"> • Public Speaking ability
Personal style and behaviour	<ul style="list-style-type: none"> • Personal commitment to the values, vision and objectives of the organisation • Efficient, professional and approachable 	
Other requirements	<ul style="list-style-type: none"> • Commitment to high quality service and efficiency in all aspects of the organisation's operations • Commitment to equality and diversity 	

How to Apply

For a copy of the candidate briefing pack or to apply, please send your CV and a cover letter outlining your interest and suitability for the role to Joanna Godfrey - jgodfrey@ukchamberofshipping.com

The closing date for applications will be 19 April 2026. Interviews will be held in the week commencing 20 April 2026.

Applicants must have the legal right to work in the United Kingdom at the time of application. Unfortunately, the UK Chamber of Shipping is unable to offer visa sponsorship for this position, and only candidates with existing eligibility to work in the UK will be considered.
