

In a Nutshell	
Organization	Chase India
Job Title	Associate, Public Policy
Location	New Delhi
Work Experience Required	1 – 3 years of work experience

About Chase India

Founded in 2011, Chase India is South Asia’s leading research and public policy consulting firm. We help clients create business impact, mitigate risks, drive social change and form long-standing collaborations with advocates and key stakeholder groups.

We guide the private sector and not-for-profit organizations through the ever-changing policy and regulatory landscape. Our in-depth sector and policy knowledge make us well-placed to serve as trusted advisors to our clients in sensitive but crucial matters such as government engagement, creating social impact and planning strategic communications campaigns.

The team at Chase India comprises functional and sectoral experts who have extensive experience working with regulatory and industry bodies, government organizations, academia and media. Our team has vast experience of working across federal, state and municipal levels.

Chase India is a sister consultancy of Avian WE, itself a group company of WE Communications, one of the largest independent communications agencies in the world, headquartered in Seattle, Washington.

Our Values

We believe that real growth is based on much more than just business results. Ever since our inception, we have focused on building a team that embodies our values:

- **Knowledge:** We bring a depth of knowledge of our sectors and work gives us the impetus we need to ensure par excellence service for our clients.
- **Passion:** We believe in working with people who are passionate about their work and relentlessly pursue their goals.
- **Nimbleness:** We understand the world is ever-changing, and that our work and roles are continuously evolving. As such, we remain flexible and nimble in the face of roadblocks.
- **Commitment:** We take ownership of our work, and show the highest level of commitment to our clients.
- **Ethics:** We hold ourselves to the highest standard of ethics.

Every day, we strive to nurture the three key pillars of our business model:

- **People First:** As an advisory firm, our people are our biggest asset. We are committed to their growth (as they are to ours), and help design their roles and career paths to bring out the best in them and contribute to organizational goals.

- **Clients for Life:** This philosophy is ingrained in each employee from the day they become a part of our team. Our drive to retain and grow existing clients and attract new ones that share a similar culture and values shows in our impeccable work and high standards of service.
- **Business Sustainability:** We are proud to be good corporate citizens and believe that long-term sustainability begins with the choices we make today. As an organization, we strive to live our purpose responsibly, by making positive social, environmental and economic impact, not just for our industry but for society as a whole.

What the work entails

This is the firm's junior-level position wherein, the Associate, Public Policy will support the team lead and other senior staff in ideating, strategizing, and executing advocacy strategies (including logistical support), and supporting on campaign and programme implementation, client servicing, and other client deliverables.

In this role, you'll be expected to present during client calls, and occasionally, front-client engagements. Our aim at this level is to help you get a deeper understanding of public policy and the various tools and advocacy strategies implemented so that you can slowly start thinking through complete strategies, and lead execution at the next level. While there will be a lot of support, guidance, and mentorship from senior colleagues, we do expect you to take ownership of the work assigned to you and proactively think about ideas and processes to ensure the success of our clients.

The focus and mix of the work vary based on the needs of each client, but the work largely comprises of the following:

- **Research:** Research and intelligence form the basis of our advocacy and communications strategy. While we largely do secondary research, certain projects may require us to gather intelligence and / or analyse primary data as well. Occasionally, we may work closely with research agencies to direct and coordinate reports.
- **Stakeholder Identification and Outreach:** Given that we have to build alliances and supporters, a lot of our job involves liaising with stakeholders and creating and managing partnerships. In this role, you would be expected to help identify and facilitate outreach to this end.
- **Programme and Project Execution:** As an associate, you'll be supporting in the execution of various programmes and projects, which includes overlooking the coordination and tracking of programs and projects.
- **Communications and Advocacy:** Lastly, one of the key aspects of our work is to design and execute complete advocacy strategies that may encompass various programmes, communications, partnerships and other methods to achieve our ends.

What your role will look like

Tracking policy and regulatory updates: You will be responsible for tracking news and updates on areas of interest to your client, and flagging them on a timely basis.

- You will also be responsible for creating daily, weekly, fortnightly or monthly trackers for your clients (based on their needs).

- You will be expected to keep a close eye on ongoing discussions in parliament and the public sphere (don't worry – we'll help you understand how to go about doing this in the most streamlined manner).

Research and documentation: Support the team in conducting research as per the needs of the client. As mentioned above, this is largely secondary research and the depth of research will vary per client and project.

- You may also be required to create meeting notes and other standard documents such as briefing documents for meetings.
- You will also be expected to actively prepare and edit communications, presentations, and other documents required for fulfilling client deliverables, as required.

Coordination and logistics: You will be expected to take charge of coordinating with stakeholders and clients.

- **Events:** In case there are client events taking place, you may have to coordinate with speakers to ensure their availability and participation.

Stakeholder Management: A key aspect of our work is building relationships and working with multiple stakeholders.

- Initially, senior colleagues will help you with understanding how to navigate the stakeholders and build relationships with them, but eventually, the expectation is that you will start taking more ownership of this activity and will build your own independent relationships with them.

Client Management and Deliverables: You will be expected to support the management of the client and their expectations.

- **Managing client expectations:** While a senior colleague will be the final point of responsibility, the idea is to give you the exposure to learn to deal with clients.
- **Understanding the client's business and needs:** You'll be expected to understand the client's needs and actively contribute to giving ideas towards their objectives.
- **Execution of Deliverables:** We believe that each colleague should take ownership of their own work. Thus, you'll be expected to manage your time (with ample support in the process from senior colleagues) and take ownership of the work assigned to you.
 - On occasion, you will also be expected to support your colleagues (on the same and other clients) with the execution of their work.

New Business Development

- **Proposals:** Supporting senior colleagues in building ideas and proposals for pitches to potential clients.
- **Case-studies:** Supporting the team in compiling and updating credentials and case studies on a timely basis.

Who you are

Personality / Attitude

- **An eagerness to learn:** Most critically, what we're looking for is someone who approaches new topics with curiosity and is willing to put in the effort to learn (in which we're there to support them).

- Flexible: In line with our values, we're looking for someone who is nimble enough to adapt to changing circumstances and work in a fast-paced environment. More likely than not, our work may require you to multi-task between multiple clients.
- Ownership: You're someone whose first instinct is to say, *"Don't worry, I got this"* when given work. This doesn't mean that we expect you to know everything in advance, but we're looking for someone who is willing to take responsibility for the work and make sure it's completed.
- High Emotional Intelligence: The job requires you to interact with a number of different stakeholders from colleagues to clients to internal teams and other external partners. As such, we're looking for someone who is able to empathize and understand each stakeholder's needs and context to come to a solution.

Skills

- Verbal and written communication skills: As the work entails documenting and creating communication material, you'd be expected to be someone who has a natural flair for the same.
- Research, analytical and organizational skills: As research forms the basis of our advocacy strategy, you'd be expected to be able to have strong research and analytical skills.
- Documentation and presentation: You would be expected to be proficient in documentation and presentation with working proficiency in Microsoft Office.

Professional Qualifications: 1-3 years of work experience is a must. Additional experience in one or more of the following would be preferred, but are not prerequisites:

- Prior work in technology, manufacturing, trade or fintech policy.
- Past experience working with a think-tank, Member of Parliament or CSO would be beneficial.

Educational Qualifications: A Bachelor's degree in Economics, Law, Communication, Political Science or any other related field.

- A master's degree is a plus, but not a requisite.

What's in it for you

Competitive Salary: You will be offered a competitive salary, in line with industry standards.

Cross-functional learning: We go beyond a single specialization and help clients with a gamut of needs from government relations to policy communications. Working with us will give you opportunities to learn different facets of work.

Mentorship Opportunities: We try and ensure that each member of the team has access to resources and networks that can help them think through and build their careers, inside and outside the organization. At the Associate level, you'll be working closely with a Manager, who will help you access these and other resources and opportunities.

Learning and Development: We work towards trying to help upskill our employees in areas of weakness and interest. We encourage our employees to explore ideas that can benefit them and the rest of the organization.



We are an equal Opportunity employer: Chase India provides equal employment opportunity and does not discriminate against an employee or applicant because of age, race, color, religion, gender, national origin, veteran status, disability, sexual orientation, gender identity, marital status, or other legally protected class status.

We value Diversity and Inclusion: Chase India values a diverse and inclusive workforce and is committed to creating a workplace where everyone thrives. We promote an atmosphere in which diversity of people and ideas are welcomed and valued. Diversity includes differences in race, religion, gender, age, lifestyle, ethnic background and sexual orientation as well as differences in experiences and ideas.