

## **Policy Analyst (Beijing-based)**

### **China-Britain Business Council**

Location: China - Beijing

Gross Salary: Competitive salary based on matched qualification and experiences

The China-Britain Business Council (CBBC) is the UK's national business network promoting trade and investment with China. Since 1954 we have acted as the independent voice of business, located at the heart of the action, engaging across both countries in every sector and region. CBBC supports our members and partners by delivering the advice, analysis and access which they need to seize the China opportunity. Our diverse membership includes the UK's leading companies and universities, dynamic UK SMEs, and a growing number of Chinese companies exporting to and investing in the UK.

CBBC is seeking a highly motivated individual with excellent communication, research and analytical skills to work as part of our policy and advocacy team. CBBC's Beijing-based Policy Analyst will play a central role delivering CBBC's strategic analysis, tracking developments within UK-China relations and global geo-politics, and ensuring the views of our members are heard by Government.

### **Key Responsibilities**

Key responsibilities for the role of **Policy Analyst (Beijing-based)** include:

- Lead the collection of views and opinions from CBBC members in China relating to the local business environment and market access.
- Support the CBBC team in the UK with tracking developments with relevant UK policy.
- Prepare policy papers which address specific issues of concern for our members or broader economic policy.
- Monitor and prepare policy updates which provide an overview on relevant developments within China's evolving political and economic landscape.
- Prepare regular reports for CBBC members including our weekly media report, monthly economic report, and our quarterly trade tacker.
- Support CBBC's Government Affairs Director with engaging key Chinese Ministries and regulators including preparing meeting readouts or preparing policy submissions.
- Manage key policy and advocacy-focused stakeholder relationships in China, including relevant UK government departments (DBT, TPU) and other key partners including those from the EU and US.
- In coordination with CBBC's events team, develop briefings for our member network to present our policy research and collaborate with external speakers.
- Support with speech writing for CBBC senior management and occasional drafting of communications.
- Represent CBBC at our events and those of our partners.

The Policy Analyst (Beijing-based) will report to the Head of Public Affairs, based in London, with a dotted-line to local management at CBBC in Beijing.

### **Specific Requirements**

Our ideal candidate will have:

- A keen interest in international trade policy and issues relating to doing business
- 2-5 years relevant work experience
- Excellent communication and writing skills (native English or equivalent)
- Strong analytical skills, with demonstrable experience of undertaking research and analysis
- A strong understanding of UK-China trade and investment issues in the global context
- An ability to read Mandarin to a high level is preferred
- Self-motivation and willingness to be flexible

### **Benefits and conditions of employment**

CBBC offer competitive packages which include basic gross salary, social insurance, medical insurance, and generous leave entitlement. An employment visa will be provided for qualified foreign nationals.

Interested candidates are invited to send a letter outlining your interest and compatibility for the role as well as an indication of your current salary and expected salary together with detailed CV to the following email address: [cbbchr@cbbc.org](mailto:cbbchr@cbbc.org) You must include Policy Analyst in the subject line of your email.

We regret that only short-listed candidates will be notified and that applicants who fail to provide a covering letter will not be considered.

The closing date for applications is **Friday 30 May, 2025**. We encourage early applications and will be reviewing applications as they come in. Therefore, you may be contacted before the closing date if we wish to take forward your application.

Telephone enquiries and personal visits will NOT be accepted.