

ROLE DESCRIPTION

Senior Policy Officer

NHS Providers

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Job Title:	Senior Policy Officer
Initial term:	Permanent
Reporting to:	Policy Advisor
Salary:	From £39,000
Location:	London (Westminster)
Website:	www.nhsproviders.org

ABOUT NHS PROVIDERS

NHS Providers is the membership organisation and trade association for the NHS hospital, mental health, community and ambulance services that treat patients and service users in the NHS. We help those NHS foundation trusts and trusts to deliver high-quality, patient-focused care by enabling them to learn from each other, acting as their public voice and helping shape the system in which they operate.

NHS Providers has all trusts in membership, collectively accounting for £84bn of annual expenditure and employing more than one million staff.

Our vision is to be an outstanding membership organisation for all NHS providers, unrivalled in the influence, voice and support we offer members. Our mission is to support trusts to deliver high quality, sustainable NHS care for patients and service users.

NHS Providers is a member-owned charity with a board of elected trustees working with and for our members to promote a vibrant and sustainable NHS public provider sector. The board meets ten times a year and is chaired by Dame Gill Morgan. Membership of NHS Providers is open to all NHS foundation trusts and trusts.

PURPOSE OF THIS ROLE

To influence the national policy agenda on behalf of NHS Providers' members, and support providers in addressing key policy and strategic challenges. The focus of this role is mental health, public/population health and regulation policy, but the post holder will also have the opportunity to contribute to a range of policy projects across the organisation.

NATURE AND SCOPE

The policy team at NHS Providers shapes the national policy agenda on behalf of our members. The senior policy officers in the team support the delivery of the organisation's policy priorities, take the lead on specific policy issues and support policy advisors and the wider team. This model allows senior policy officers to develop a firm grasp of the general policy issues facing the health and care sector, while providing an opportunity to gain a deeper understanding and experience of particular specialist areas.

This specific senior policy officer role will be responsible for the development and delivery of the organisation's mental health and public health policy portfolios and will support our policy work on regulation.

This will involve influencing national policymakers on behalf of NHS trusts by listening to their feedback, reviewing the available evidence and developing constructive solutions to the challenges facing the provider sector, to support trusts in their objective of delivering high quality care for patients. The post holder will have the opportunity to work closely with the senior

management of NHS Providers on these issues, as well as board directors of NHS trusts and foundation trusts to gather frontline insight and intelligence. The post holder will also have an opportunity to contribute to activity across all areas of NHS Providers including joint working with policy colleagues across finance, workforce, quality of care, governance and with the communications and development and engagement directorates

In a given week you may be asked to undertake some of the following duties: meet with senior representatives from a national arm's length body; author a blog for trade or national press outlining member issues on national mental health policy; participate in a stakeholder meeting to influence a national framework; lead a consultation response on proposed changes to aspects of the national policy framework; or brief a senior colleague on the challenges mental health providers are facing before they meet a senior counterpart in Whitehall.

ACCOUNTABILITIES

Delivering NHS Providers' policy priorities

- To lead the organisation's mental health and public health policy portfolios, including designing and managing the delivery of our day-to-day policy work in these areas.
- To support the relevant policy advisor with the delivery of our regulation policy work and lead on specific projects that fall within this portfolio.
- To develop policy positions relevant to these policy areas, ensuring they reflect member priorities and influence the development of national policies. It will also include leading on and contributing to reports, consultation responses and influencing national policy relevant to the post's remit.
- To work with the relevant policy advisors to create work plans, contribute to strategic planning and objectives, and identify opportunities to develop policy areas within the post's remit.
- To collaborate with the team of policy advisors and other policy colleagues on issues that fall under the mental health, public health and regulation policy portfolios as well as wider, cross-cutting policy issues.
- To advise and brief the team of policy advisors, director of policy and strategy and head of policy on issues within the post's remit.
- To build and maintain effective working relationships with stakeholder organisations, influence the national policy agenda through collaborative working with these stakeholders and facilitate partnership working across projects, as appropriate.
- To collaborate with colleagues in the communications directorate, development and engagement directorate and external partners on key issues relating to the post's remit.

Supporting providers of NHS services

- To ensure that expertise, policy knowledge and emerging learning relating to the policy areas within the post's portfolio are shared across the membership (through presentations, policy publications and blogs for example).
- To provide advice and support to members on policy issues within the post's remit.
- To work alongside the NHS Providers communications directorate to identify, capture and disseminate information on policy issues within the post's remit.
- To ensure that media and communications colleagues are well briefed on priority issues with clear lines to take.
- To contribute to the wider priorities of the organisation, including development of content for the NHS Providers annual conference and exhibition

Person specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	DEMONSTRATED BY
Experience	<ul style="list-style-type: none"> • Preparation of accessible high quality reports on complex issues – for example policy positions, national consultations and member briefings • Experience of policy development in a comparable setting • Being a respected external advocate for an organisation • Managing complex stakeholder relationships • Experience of working within health and care or a similarly complex environment 	<ul style="list-style-type: none"> • Experience of membership-based representative organisations 	Application, interview and/or assessment
Knowledge	<ul style="list-style-type: none"> • Educated to degree level or equivalent • An understanding of the challenges facing public services in the current climate 	<ul style="list-style-type: none"> • Postgraduate qualification • Knowledge of the health sector 	Application and interview
Skills	<ul style="list-style-type: none"> • Ability to understand, interpret and analyse complex quantitative and qualitative information, and technical policy documents • Excellent verbal, written and analytical skills • Excellent relationship building and influencing skills, and the credibility to work directly with senior individuals • Ability to work under pressure, manage a full workload and prioritise to meet deadlines • Good teamworker • Ability to contribute to the work and priorities of the wider organisation • Ability to work with a high degree of autonomy and to lead policy development activity within the bounds of the post's portfolio 	<ul style="list-style-type: none"> • Programme and/or project management 	Application and interview