

JOB DESCRIPTION

- Job Title:** ➤ **Policy advisor**
- Department:** ➤ Policy and strategy
- Salary:** ➤ £51,000 + generous benefits
- Reporting to:** ➤ Senior policy manager
- Contract:** ➤ Full time, permanent
- Location:** ➤ London (Westminster) currently working from home due to COVID-19
- Website** ➤ www.nhsproviders.org

About NHS Providers

NHS Providers is the membership organisation 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 £92bn of annual expenditure and employing over one million staff. As the single voice for NHS providers, we are recognised for our effective lobbying and influence, as a promoter of shared learning, and as a provider of exceptional support and development to our members. We are the 'go to' organisation for comment and debate on the issues facing public providers of NHS services. We have a particularly important role to support our members in a changing NHS landscape, as the focus increasingly shifts to working in integrated local health and care systems.

We are a busy, high performing team of around 70 staff, based in central London. In a recent survey, over 90% of staff felt 'very satisfied' or 'fairly satisfied' with their job.

We strive to live our values which are:



The role

Policy advisor focusing on healthcare funding and finances.

Job purpose

To influence the national policy agenda on behalf of NHS Providers members, with a particular focus on healthcare funding and finances.

Nature and scope

The team of policy advisors within the NHS Providers Policy and Strategy Directorate take leadership of individual policy areas but also work flexibly on the full range of the organisation's policy priorities. This working model allows Policy Advisors to develop a firm grasp of the general policy issues facing our members, while providing an opportunity for each advisor to gain a deeper understanding and experience of a specialist area. Policy advisors influence national policy-makers on behalf of members by listening to their feedback, reviewing the available evidence and developing constructive solutions for the challenges facing the provider sector, and the wider NHS.

In this role, the policy advisor will analyse and influence the national agenda on NHS funding levels, financial performance, payments systems and contracting. This portfolio is one of the most high profile areas of work in our organisation and carries with it the opportunity to develop and lead projects, working closely with directors of NHS trusts and foundation trusts, and with the senior management of NHS Providers. In common with all policy advisors, you will have the opportunity to contribute to activity across all areas of NHS Providers including joint working within the policy team, as well as with the communications and development and engagement directorates.

In a given week you may be asked to brief the chief executive before he attends a Health Select Committee session in Parliament on the state of NHS finances; author a blog giving your view on changes to national policy; input into a survey to better understand how our members are facing financial challenges; and deliver presentations at national meetings of NHS provider finance and commercial directors to update them on national policy developments.

The post holder will also have an opportunity to contribute to activity across all areas of NHS Providers' work including collaborating with policy colleagues across finance, systems development, regulation, quality of care, governance and with the communications and development and engagement directorates.

This could involve meeting senior representatives from a national arm's length body, or participating in a stakeholder meeting to influence a national framework.

Background knowledge of finances is not essential for success in this role – the key requirements are to have an appreciation of the policy implications of the portfolio and the ability to analyse relevant technical information. The role will be of interest to all applicants who wish to broaden their experience of health policy, and gain a better understanding of the NHS provider sector.

Main duties

Delivering NHS Providers' policy priorities

- To deliver our finances policy work streams, ensuring they reflect member priorities and influence the development of national policies in areas including:
 - The level, flow and allocation of funding for providers of NHS services;
 - The development and operation of payment systems to reimburse providers for the care they deliver, in particular the national tariff;
 - The use of penalties, levers and incentives to change how NHS care is delivered;
 - The use of the financial and commercial freedoms available to Foundation Trusts to deliver better value care to their local communities and patients;
 - The means by which the financial health of NHS providers is measured, regulated and supported;
- To lead on and contribute to reports, consultation responses and influencing national policy relevant to the post's remit.
- To advise and work with policy directorate colleagues to develop robust, publicly defensible and evidence based policy positions on issues falling within the post's remit.

- To advise and brief the Chief Executive, Deputy Chief Executive, Director of Policy and Strategy, and the heads of policy on issues within the post's remit.
- To collaborate with Policy Advisors in the directorate on issues that funding and resources may impact on e.g. workforce, clinical quality, regulation and performance.
- 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 represent the organisation with senior external stakeholders such as NHS England and NHS Improvement and Department of Health and Social Care. To influence the national policy agenda through collaborative working with these stakeholders.

Supporting providers of NHS services

- To ensure that expertise, policy knowledge and emerging learning on strategically important policy issues are shared across the membership.
- To support the NHS Providers Finance and Commercial Directors' Network.
- To provide advice and support on funding and resource issues to our other networks for Medical and Nursing Directors, Chief Operating Officers, Digital Leads, Strategy Directors, HR Directors, Company Secretaries, Communications Leads, and the Chairs and Chief Executives group.
- To work alongside the NHS Providers Communications Directorate to identify, capture and disseminate the key funding & resource issues, challenges and achievements of our members. To ensure communications colleagues are well briefed on priority issues with clear lines to take. This role will also require on occasion working directly with media stakeholders.
- To work with the Development and Engagement Directorate to develop and deliver introductory-level knowledge on NHS funding and resources to Governors and Nonexecutive Directors of NHS Foundation Trusts.
- To contribute to the wider priorities of the organisation, including development of content for the NHS Providers annual conference & exhibition

Person specification

Attributes	Essential criteria	Desirable criteria
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 ✓ Being a respected external advocate for an organisation ✓ Managing complex stakeholder relationships ✓ Experience of working within health and care or a similarly complex environment ✓ Experience of membership-based representative organisations ✓ A numerate or technical background, for example work on financial / reimbursement issues in health or alternative industry 	<ul style="list-style-type: none"> ✓ Experience of planning and delivering events
Knowledge	<ul style="list-style-type: none"> ✓ Educated to degree level or equivalent ✓ An understanding of the challenges facing public sector organisations in the current financial climate ✓ Understanding of health economics and NHS finances 	<ul style="list-style-type: none"> ✓ Degree in numerate discipline ✓ Postgraduate qualification ✓ Knowledge of the health sector
Skills	<ul style="list-style-type: none"> ✓ Ability to understand, interpret and analyse complex quantitative and qualitative information and technical detail ✓ Excellent verbal, written, analytical and presentation skills ✓ Excellent relationship building and influencing skills – the post works with Board Directors. ✓ Ability to work under pressure, manage a full workload and prioritise to meet deadlines ✓ Good team worker ✓ Ability to contribute to the work and priorities of the wider organisation ✓ Ability to work with a high degree of autonomy and to initiate policy development activity, within the bounds of the portfolio, which is of benefit to our member organisations. 	<ul style="list-style-type: none"> ✓ Programme and project management.

Job descriptions cannot be exhaustive and so the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.

NHS Providers is committed to equality of opportunity and of eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities Policy and all other relevant guidance/practice frameworks.

Staff benefits

We offer a wide range of benefits:

- 25 days holiday plus 2 additional days off at Christmas
- personal development training and memberships to professional bodies
- study leave, help another leave day, service-related leave and the potential to purchase up to five days extra off per year
- enhanced maternity and paternity leave pay
- season ticket loan for travel
- access to life insurance and dental plan
- enhanced pension scheme
- annual health checks and flu jabs
- eye test
- cycle to work scheme
- health and wellbeing initiatives
- access to the employee assistance programme, a confidential counselling service.

We also run a number of staff clubs, including a running club, yoga classes and a book club, as well as a staff mental health group.

For more information please contact Lydia Kirton (recruitment@nhsproviders.org).

How to apply

Please send a CV and covering letter setting out why you are interested in the role and how you meet the person specification to Lydia Kirton (recruitment@nhsproviders.org) by **noon on 31 August 2021**.

Interviews will take place on 15 and 16 September 2021.