

JOB DESCRIPTION

- Job Title:** ➤ Policy advisor
- Department:** ➤ Policy and strategy
- Initial Terms** ➤ Full time, permanent
- Salary:** ➤ £51,000 + generous benefits
- Reporting to:** ➤ Head of policy and analysis
- Direct Reports:** ➤ None
- Location:** ➤ London Westminster (we encourage flexible working and therefore do not require you to work from our office full time).
- Website** ➤ www.nhsproviders.org

About NHS Providers

NHS Providers is the membership organisation which represents the NHS trusts and foundation trusts in England which run hospitals, mental health, community, and ambulance services.

During the pandemic more than ever, the NHS has assumed a pivotal role and significance in all our lives. NHS Providers has played a key role in ensuring that the public are suitably informed about the condition and concerns of the NHS, and that politicians and other stakeholders understand the extraordinarily challenging circumstances our members are facing.

Our role is to support and act as the collective voice for these organisations, which together employ more than 1m people, to help them deliver the very highest quality, patient-focused care.

We do this by highlighting key issues, supporting them as they develop new roles and partnerships, and reflecting the reality in which they operate; through effective lobbying and influencing; and helping trusts to share good practice and ideas – from external experts and each other.

We are highly regarded for our effectiveness and impact in each of these areas. We are the 'go to' organisation for comment and debate on the issues facing public providers of NHS services, and we believe that the work we do makes a real difference to our members, their staff, and patients.

We are a busy, high performing team of around 100 staff, based in central London, although we are flexible and are currently working in a hybrid format, with both office and homeworking.

Our values are at the centre of who we are, what we do, and how we behave, which are:



The role

NHS Providers is recruiting a policy advisor to join our busy and high performing team. The postholder will focus on two policy portfolios – leading our policy work on behalf of the ambulance sector (including the urgent and emergency care pathway, 999, NHS 111, and patient transport services) and supporting our policy work on ‘operational performance’, by which we mean access standards, progress against national targets, planning and prioritisation. The postholder will work closely with our colleagues at the [Association of Ambulance Chief Executives](#) to conduct joint influencing on behalf of the sector.

The main purpose of the role is to influence the national policy agenda on matters relating to ambulance services and operational performance on behalf of our membership of trusts.

The NHS is in a significant period of reform, including due to legislative change establishing integrated care systems (ICSs) as statutory organisations. It is also in a uniquely challenging period due to workforce and demand pressures, the ongoing impact of COVID-19 and the need to recover care backlogs. The reform agenda and operational challenge both mean trusts need to find new ways to work in their local systems and deliver for patients.

This role is an exciting opportunity to support trust leaders as they respond to this challenging and changing environment. This is a diverse role, which will require the postholder to be flexible, adapt to a rapidly changing external landscape, responsively manage a wide-ranging portfolio, and contribute to work across the policy team including system working, finance and workforce.

Some examples of the type of work the postholder would be involved in can be found here:

- Rapid response: the role of the ambulance sector in transforming services and coping with the long-term impact of COVID-19
- Putting system-thinking to the test in tackling handover delays
- On the day briefing: 2022/23 operational planning guidance

Job purpose, nature and scope

The team of policy advisors within the NHS Providers policy and strategy directorate take leadership of individual policy areas, influence the national policy agenda on behalf of members and work flexibly to contribute to the organisation's other priorities, including supporting members and working in partnership with other organisations. 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 one or more specialist areas. It also enables policy advisors to collaborate with policy team colleagues, as well as with the communications and development and engagement directorates.

This is a new role in the NHS Providers policy team and carries with it the opportunity to shape a new programme of work, supporting members, shaping the world they work in and working in partnership with the Association of Ambulance Chief Executives. Reporting to the head of policy and analysis and working closely with the senior analysis manager, it will involve developing and leading projects, liaising with trust leaders, partners, and with the senior management of NHS Providers. The postholder will also have the opportunity to lead on other strategic policy projects as and when required.

In a given week you may be asked to do some of the following: analyse a new piece of guidance and draft a briefing for members; participate in a senior stakeholder meeting to influence a developing area of policy; attend a meeting with leaders in the ambulance sector to keep up to date with their activity and insight; brief senior leaders at NHS Providers ahead of key meetings or media appearances; write a blog giving member views on developments in access standards; deliver a presentation to NHS Providers members to update them on national policy developments; collaborate with communications colleagues to draft a press release; and develop an agenda for a member engagement session.

Background knowledge of the ambulance sector and operational performance would be advantageous but is not essential for success in this role. The key requirements are to have an appreciation of the policy implications of the portfolio, and to build effective working relationships both within and outside the organisation. The role will be of interest to all applicants who wish to broaden their experience of health policy and develop their understanding of ambulance services and operational planning and prioritisation.

Accountabilities and duties

Developing and delivering NHS Providers' policy priorities

Take responsibility for an agreed programme of policy work, developing workstreams that reflect member priorities and establish NHS Providers as a credible and constructive voice in this area. The postholder will:

- Work with internal and external stakeholders to set priorities for policy work at NHS Providers relating to ambulance services and operational performance and deliver and develop a work programme around them
- Monitor policy developments relevant to members and gather intelligence from members and external organisations
- Develop relationships with external stakeholders and establish a network of members with relevant interests
- Produce written outputs such as reports, blogs and briefings, sometimes in partnership with other organisations. Develop ideas for intelligence gathering, influencing and profile-building. Arrange and steer meetings with high-profile stakeholders
- Lead on and contribute to policy projects and influencing activity relevant to the post's remit. This may include undertaking policy analysis, drafting submissions and consultation responses, and commenting confidentially on draft national guidance
- 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
- 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
- Recognise links between the portfolio and other policy priorities, and collaborate with policy advisors on cross-cutting issues e.g. systems, finance, regulation, workforce, governance etc
- Build and maintain effective relationships with stakeholder organisations, including partnership working on specific projects as appropriate
- Represent the organisation with senior external stakeholders such as NHS England and the Department of Health and Social Care.

Supporting members

- Proactively identify insights and intelligence for NHS Providers members, and ensure that expertise, policy knowledge and emerging learning on strategically important policy issues are shared across the membership
- Project manage ad hoc engagement events to shape national policy positions
- Provide advice and support on policy developments within the post's remit to our member networks, including chairs and chief executives, and develop and deliver presentations
- Work alongside the NHS Providers communications directorate to identify, capture and disseminate the key funding and resource issues, challenges, and achievements of our members. Ensure that media and communications colleagues are well briefed on priority issues with clear lines to take
- Contribute to the wider priorities of the organisation, including new provider support offers and development of content for the NHS Providers annual conference and exhibition.

EXPERIENCE AND UNDERSTANDING

PERSON SPECIFICATION

Attributes	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none"> ✓ Experience of analysing complex policy issues and/or developing policy in a comparable setting ✓ Managing complex stakeholder relationships, including partnerships, particularly at senior level ✓ Preparation of accessible high-quality outputs e.g. consultation responses, blogs and reports ✓ Experience of acting as a respected external advocate for an organisation ✓ Experience of influencing within health and care or a similarly complex environment 	<ul style="list-style-type: none"> ✓ Experience of membership-based representative organisations
Knowledge	<ul style="list-style-type: none"> ✓ Educated to degree level or equivalent experience ✓ An understanding of the challenges facing public sector organisations in the current climate 	<ul style="list-style-type: none"> ✓ Knowledge of the health sector, particularly ambulance services and operational planning and prioritisation
Skills	<ul style="list-style-type: none"> ✓ Excellent verbal, written, analytical and presentation skills ✓ Excellent relationship building and influencing skills, and the credibility to work directly with senior stakeholders ✓ 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 post's portfolio, which is of benefit to trusts 	<ul style="list-style-type: none"> ✓ Programme and/or 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
- 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, a book club, race equality and cultural inclusion group, as well as a staff mental health group. For more information please contact HR by emailing Lydia.kirton@nhsproviders.org