

JOB DESCRIPTION

- Job Title:** ➤ Policy Officer
- Department:** ➤ Policy and Strategy
- Contract:** ➤ Permanent, full time
- Salary:** ➤ £36,920 per annum plus generous benefits
- Reporting to:** ➤ Policy Advisor
- Direct Reports:** ➤ None
- Location:** ➤ Victoria, London – hybrid (working one to three days in the office each week)
- 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 England in voluntary membership, collectively accounting for £115bn of annual expenditure and employing 1.4 million people.

We are highly regarded for our effectiveness and impact. 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 work 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. They are:



The role and team

NHS Providers is recruiting a policy officer to join our busy, supportive and high performing team. The current focus of this role is to support our analysis and influence of the national policy agenda on NHS funding and finances. This portfolio is one of the most high profile, broad and reactive areas of work in our organisation. The section of this document titled “job purpose, nature, and scope” will give you a sense of what you could be doing across a given week.

Background knowledge of the NHS would be advantageous but is not essential for success in this role. A finances background is not essential either, but you should be comfortable working with numbers. The key requirements are set out in the person specification below, but particularly:

- to have an appreciation of the policy implications of the portfolio and interest in learning about the detail of these
- ability to organise your workload (with support from the policy advisor)
- strong written and verbal communication skills
- ability to build effective working relationships both within and, where appropriate, 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 the NHS.

The team of policy officers within NHS Providers’ policy and strategy directorate support the policy advisors and managers (who take leadership of individual policy areas), to influence the national policy

agenda on behalf of our members and work flexibly to contribute to the organisation's other priorities. This includes supporting our members and working in partnership with other organisations. A policy officer will usually have one or more specific policy area which they work within, but the focus of the role may change over time, in line with our influencing priorities. There is scope for policy officers to take leadership of some projects or workstreams. This working model allows policy officers to develop a firm grasp of the general policy issues facing our members (and the NHS as a whole), while providing an opportunity for each officer to gain a deeper understanding and experience of specialist areas. It also enables policy officers to collaborate with other policy team colleagues and senior leaders in the organisation, as well as with our communications and development and engagement directorates.

The NHS is in a significant period of reform, due to the legislative change establishing integrated care systems (ICSs) as statutory organisations in 2022 and is facing further possible change with a general election due to take place in July. It is also in a particularly challenging period due to ongoing operational and financial pressures, rising service demand, workforce challenges, and the need to recover care backlogs. The reform agenda and operational context both mean that NHS 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. The focus of the role may change over time, dependent on the needs of our members.

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

- Authoring [briefings](#) and [blogs](#)
- Contributing to [written submissions](#)
- Contributing to [evidence](#) we give to government and other key stakeholders

Wider examples of work across a given week are listed in the section below.

Job purpose, nature, and scope

This post reports to the policy advisor and will work closely with policy colleagues across other portfolios. The main purpose of this role is to support policy advisors and managers to deliver our policy work and influencing activity.

In any given week you may be asked to do some of the following:

- Analyse a new piece of financial guidance for senior NHS leaders, and draft a briefing for members

- Devise a project plan, with support from the policy advisor, to gather insights from trust leaders on financial performance
- Write briefings for senior leaders at NHS Providers ahead of key stakeholder meetings, sometimes within tight deadlines
- Conduct research into a new policy area, and horizon-scan for upcoming milestones
- Collaborate with communications colleagues to draft a press release or blog about the financial and operational challenges facing trusts
- Organise logistics for a roundtable between our members and NHS England

Accountabilities and duties

Delivering NHS Providers' policy priorities

- Contribute to policy analysis and influencing activity, leading activity as required
- Draft policy reports, briefings, case studies, blogs, evidence submissions, and consultation responses
- Monitor policy developments relevant to members and gather intelligence from members and external organisations
- Work with the policy team and other colleagues across the organisation to ensure we have evidence-based policy positions which are consistent with the organisation's strategic aims and priorities
- Advise and brief senior colleagues on issues within the post's remit
- Work collaboratively with external stakeholders, representing NHS Providers in meetings as required
- Help to guide policy assistants

Supporting members

- Support running of member **networks** – particularly the finance directors and commercial leads network
- Organise events such as roundtables and take notes
- Support delivery of the **Annual Conference and Exhibition** programme
- Support the sharing of policy knowledge and developments across the membership (for example, through email updates, member networks, publications, briefings, and policy roundtables)
- Work alongside the NHS Providers communications directorate to identify, capture and disseminate the key issues, challenges and achievements of our members

Experience and understanding

Person Specification

Attributes	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none"> ✓ Writing for different audiences ✓ Building and maintaining effective working relationships ✓ Working as part of a team ✓ A demonstrable commitment to equality, diversity and inclusion (ED&I), or a willingness to learn about and engage in these issues 	<ul style="list-style-type: none"> ✓ Policy analysis, development, or influencing ✓ Leading projects
Knowledge	<ul style="list-style-type: none"> ✓ Educated to degree level (or able to demonstrate equivalent education / experience) ✓ Broad understanding of the challenges facing public sector organisations in the current climate ✓ Willingness and ability to learn detail of new, complex topics 	<ul style="list-style-type: none"> ✓ Knowledge of the health sector
Skills	<ul style="list-style-type: none"> ✓ Strong verbal and written communication ✓ Relationship building and team working ✓ Ability to understand complex topics and clearly communicate them to a range of audiences ✓ Ability to understand and interpret quantitative and qualitative information and technical detail ✓ Reliable and able to flexibly manage a full workload 	<ul style="list-style-type: none"> ✓ Project management ✓ Ability to horizon-scan and proactively identify challenges and opportunities

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.

Equality and diversity

We're working hard to ensure that we are diverse and inclusive in all we do. This runs from how we gather, author and share the thought leadership that the organisation puts out to how we engage with our members and the wider public. It includes how we recruit staff and procure partners and services, through to how we give people opportunities to develop, grow and advance their careers.

We are committed to the development of positive policies to promote equal opportunities in employment, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy, and maternity. This commitment will apply to recruitment and selection practices, learning, and development and internal promotions.

Place of work and hours

NHS Providers' office is located in Victoria, London. We are working in a hybrid format, where staff work between one and three days a week in the office. Staff can apply to work permanently at home, and this will be considered on a case-by-case basis, taking into account individual circumstances, the nature of the role and operational needs.

NHS Providers is supportive of flexible working and will give reasonable consideration to requests for reduced hours/part time working, compressed hours, staggered hours (early start/late finish etc), annualised hours, and job sharing.

Staff benefits and groups

We offer a range of benefits:

- 25 days holiday plus two 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.

- Free access to the employee assistance programme, a confidential counselling service.

For more information about our staff benefits, please contact HR by emailing lydia.kirton@nhsproviders.org.

We also run a number of staff groups to provide support and a safe space to discuss issues that matter to staff:

- The Race Equality and Cultural Inclusion group.
- Mental Health group.
- LGBTQ+ group (Proud Providers).

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 recruitment@nhsproviders.org by 12 noon, on Wednesday 10 July.

Interviews will take place in the **week commencing Monday 22 July**.

For an informal conversation about the role, please contact Sandy Cook, policy advisor (sandy.cook@nhsproviders.org).