

JOB DESCRIPTION

POST TITLE: Policy Officer

RESPONSIBLE TO: Policy and Research Manager

SALARY: £30,305 - £36,575

REGION: Flexible/home working, London

JOB SUMMARY: This post is an exciting opportunity to join the staff team of the Council of Deans of Health, the representative body for the UK's university faculties engaged in education and research for nursing, midwifery and the allied health professions.

The post-holder will join the Council's policy team, providing policy support and leading the development and analysis of policy for the Council on a range of health professional education and research issues across the UK. This post will focus on diversity and inclusion policy.

Based in London but with hybrid working (1-2 days in the office as standard but also when otherwise required), the successful candidate will be able to balance varied tasks across a broad range of policy areas with member meetings and teamwork.

Application deadline: Monday 6 May 2024

Main responsibilities

1. Monitor, analyse and evaluate policy developments, producing briefings, position papers and consultation responses.
2. Liaise with members on both a formal and informal basis to develop and test policy priorities and positions.
3. Represent the Council of Deans of Health to external stakeholders, building effective working relationships with a range of organisations.
4. Contribute to the effective external communication of the Council's policy work, including drafting press releases and political positions.
5. Support Council meetings and events by creating agendas, coordinating documents, following-up on actions and writing minutes. Provide support to members across the UK, particularly in Scotland. Attend regional meetings of members remotely or in person.
6. Support the work of the Equality, Diversity and Inclusion Strategic Policy Group.

7. To work collegially, and to support all the teams which the post has contact with, in achieving the Council's objectives.
8. To support with events and projects in line with expertise.
9. Undertake any other such duties or general tasks and hours of work as may reasonably be required.

This job description will be reviewed and amended in the light of changing professional demands.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

About the Council of Deans of Health

The Council of Deans of Health (CoDH) represents over 100 university faculties engaged in education and research for nurses, midwives and allied health profession students – almost all UK-domiciled students of these courses study at one of our members. At any one time our members are teaching 200,000 students, the future healthcare workforce of the NHS, private and charitable sectors.

www.councilofdeans.org.uk

@councilofdeans

PERSON SPECIFICATION

POST: Policy Officer

ORGANISATION: Council of Deans of Health

Criterion Number	QUALIFICATIONS AND TRAINING	ASSESSED
<i>E</i>	A good degree or equivalent (2.1 and above).	<i>Application form</i>
<i>D</i>	Relevant postgraduate qualification.	
	A. WORK BACKGROUND AND EXPERIENCE	
<i>D</i>	A1. Experience of working on higher education or health policy	<i>Application form / interview</i>
<i>D</i>	A2. Experience of working for a membership or network organisation.	
	B. SKILLS AND APTITUDES REQUIRED	
<i>E</i>	B1. Proven analytical and influencing skills. A high level of written and spoken English, able to write persuasively, succinctly and accurately.	<i>Application form/ interview/test</i>
<i>E</i>	B2. Excellent interpersonal skills. Able to develop effective working relationships with a wide range of people.	
<i>E</i>	B3. Able to deliver objectives independently as well as part of a team.	
<i>E</i>	B4. Fast working and focused. Able to plan, organise and prioritise workload.	
<i>E</i>	B5. Takes initiative and thinks creatively. Ability to apply problem solving skills to a range of situations.	
<i>E</i>	B6. Computer literate (main Office applications – CoDH currently uses Microsoft Office 10)	
<i>D</i>	B7. Knowledge and experience of external affairs, social media and communications activity.	
	C. SPECIALIST KNOWLEDGE REQUIRED	
<i>E</i>	C1. Knowledge of higher education or health policy.	<i>Application form/ interview</i>
<i>D</i>	C2. Knowledge of issues surrounding diversity and inclusion.	
	D. PERSONAL QUALITIES	
<i>E</i>	D1. Able to travel periodically to member institutions and Council meetings across the UK	<i>Application form</i>