



# JOB DESCRIPTION

**POST TITLE:** Policy Officer

**RESPONSIBLE TO:** Head of Policy and External Affairs

**TERM:** Maternity Cover (Minimum of 12 months)

**BAND:** £31,000-£37,500

## 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 research policy but will also contribute to the wider policy work of the Council.

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 12 August 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, with a focus on one of the devolved administrations. Attend regional meetings of members remotely or in person.
6. Support the work of the Research 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. 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 represents the UK's university faculties engaged in education and/or research for nursing, midwifery and the allied health professions. At any one time our over 100 members will be educating around 200,000 current and future health professionals and will carry out research that improves the population's health and wellbeing. Our members are based in England, Northern Ireland, Scotland and Wales, the Channel Islands and Gibraltar. We operate as a charity, registered across the UK.

Operating as a multi-professional organisation at the heart of policy and political debate, we aim to lead policy at national and UK level, promoting the essential contribution of our members to health and social care. We are committed to working in partnership, strengthening membership engagement and intelligence gathering to influence policy UK-wide for high quality education and research.

## Person specification

Criterion Number	QUALIFICATIONS AND TRAINING	ASSESSED
<i>E</i>	A good degree or equivalent (2.1 and above).	<i>A</i>
<i>D</i>	Relevant postgraduate qualification.	
<b>A. WORK BACKGROUND AND EXPERIENCE</b>		
<i>D</i>	A1. Experience of working on higher education or health policy	<i>A/I</i>
<i>D</i>	A2. Experience of working for a membership or network organisation.	
<b>B. SKILLS AND APTITUDES REQUIRED</b>		
<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>A/I/T</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.	
<b>C. SPECIALIST KNOWLEDGE REQUIRED</b>		
<i>E</i>	C1. Knowledge of higher education or health policy.	<i>A/I</i>
<i>D</i>	C2. Knowledge of issues surrounding research policy.	
<b>D. PERSONAL QUALITIES</b>		
<i>E</i>	D1. Able to travel periodically to member institutions and Council meetings across the UK	<i>A</i>

\* E = essential, D = desirable

\*\* A = application form, I = interview, T = test