

Versus Arthritis

Job description

Job title:	Policy Officer (for goal 1, 2 or 3)
Reports to:	Policy Manager
Department:	UK Advocacy and Health Intelligence
Directorate:	Chief Executive's Office

Our vision

A future free from arthritis.

Our mission

We won't rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

Values

We are United, Compassionate, Inclusive and Brave in all that we do.

Department overview

The UK Advocacy and Health Intelligence Department is a new department within the Chief Executive's Office. The Department is responsible for leading UK strategy development and delivery across advocacy (policy, public affairs, campaigning) and health intelligence, working closely with colleagues in the Devolved Nations to ensure effective delivery of the strategy in each nation.

The department is in the CEO's office to ensure driving positive change with and for people with arthritis is at the heart of the organisation. The Department will also be expected to work closely with colleagues in Services and Research to ensure we are joined up in our approach to arthritis.

Job purpose

The purpose of this role is to drive policy development across one of our strategic goal areas (Prevention and Diagnosis, Treatment and Care or Living Well). The role plays an important role in informing the work of the UK Advocacy and Health Intelligence department. The Policy Officer will lead on England and UK wide policy projects working closely with colleagues in the Devolved Nations, taking a life course approach, managing commissioned research, developing policy positions and producing reports, briefings and consultation responses.

The Policy Officer will also contribute to the wider work of the team, directorate and charity, including by representing the charity on appropriate cross-sector groups, drafting briefings, attending stakeholder meetings and participating in Parliamentary events and conferences.

Main duties

- With the Policy Manager undertake or commission research to identify key policy issues impacting people with arthritis, whatever age and support the development of evidence-based policy solutions to address them.
- Undertake policy analysis and conduct regular monitoring of the policy environment and key data sources and proactively identify any policy change opportunities
- Develop policy team resources and maintain key evidence on areas of policy responsibility
- Undertake or manage commissioned research to identify key policy issues impacting people with arthritis and lead the development of evidence-based policy solutions to address them.
- Organise consultation meetings and events with people living with arthritis and other key stakeholder groups to ensure their views and opinions are reflected in all aspects of our policy work
- Support communication of policy work by proactively contributing and sharing content, including for social media, media and the website.
- With the Policy Manager, build and maintain external relationships with key stakeholders to support collaboration and joint up ways of working inside and outside the charity
- Attend relevant meetings, events and conferences and share insights with team colleagues
- Produce briefings for internal staff including the CEO and senior leadership team.
- Contribute to the team's planning activities and undertake other relevant duties as appropriate, in line with the priorities of the team and to enable the charity to influence policy across all UK nations.

And finally:

- Embrace, embed, model and deliver our values and commitments
- Ensure all mandatory training is completed by you and your department in line with organisational policy and practice
- Embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children
- Undertake any other duties as appropriate to the role and organisational requirements.

People management responsibilities

N/A

Budget and resource responsibilities

N/A

Key stakeholders and relationships (internal/external)

- UK Advocacy and Health intelligence department colleagues
- Nations Policy and Engagement Managers
- Research and Services Directorates
- People with arthritis
- Health and care professional expert advisors
- Key external policy makers and academics as required

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

- Knowledge and experience gained from work within a policy team and knowledge of methods used in policy development and influencing
- Understanding of current health or social care or employment policy issues relevant to people with long-term conditions or disability.
- Experience of building and developing strong working relationships

Qualifications and professional memberships

- Educated to degree level and/or can consistently demonstrate degree level outcomes.

Skills

- Excellent written and verbal communications skills, strong analytical skills. Good attention to detail, consistently producing accurate work.
- Ability to work independently, prioritise effectively and work to deadlines.
- Excellent analytical skills
- Excellent interpersonal skills and ability to work within teams.
- Enthusiasm for the role and commitment to transforming the lives of people with arthritis.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.