

Versus Arthritis

Job description

Job title:	Policy Manager (for goal 1, 2 or 3)
Reports to:	Senior 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.

Our 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 lead and manage our policy development across one of our strategic goals, (prevention and diagnosis, treatment and care, living well) identifying the change people with arthritis need to lead the lives they choose. You will take a lifecourse and four nations view on the issues that impact people wherever they live in the UK, whatever their age and work closely with Nations Teams to consider the levers to making change happen in each nation of the UK.

You will be responsible for mapping and understanding the pathway for your strategic goal area, for conducting your own and where appropriate commissioning research to ensure we gain insight and understanding into the issues, for leading the development of policy positions and for producing reports, briefings and consultation responses.

This role will play a key role in guiding the work of the UK Advocacy and Health Intelligence department in your specialist area and will work closely with relevant colleagues across the charity including Nations Teams, the Research Directorate and the charity's communications teams.

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

Main duties

- Undertake or commission research to identify key policy issues impacting people with arthritis and lead the development of evidence-based policy solutions to address them.
- Scope and deliver policy projects and thought leadership in prioritised areas, including commissioning research and producing reports and briefings.
- Organise consultation meetings and events to ensure the views and needs of people with arthritis and other key stakeholder groups are reflected in our policy priorities and evidence base
- Work closely with key health and care professional advisors to gain their input and advice on our policy and influencing activity

- Conduct regular monitoring of the policy environment and update the team and wider charity. Develop and maintain policy team resources.
- Support communication of policy work by proactively contributing and sharing content, including for social media and the website.
- Support the work of the media team to respond to media enquiries and proactively gain media coverage to drive awareness and change with and for people with arthritis.
- Build and maintain external relationships, meeting stakeholders in line with policy priorities. Network through attendance at meetings, events and conferences.
- Represent the charity on external policy groups.
- Provide policy input, support and advice to other parts of the charity, including inductions and participation in cross organisational events and working groups.
- Produce briefings for internal staff including the CEO and wider 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.
- Provide supportive line management to at least one policy officer ensuring they are clear in their priorities and have ample opportunities for role and professional development.

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

Policy Officer diagnosis and prevention / treatment and care / living well

Budget and resource responsibilities

Not applicable

Key stakeholders and relationships (internal/external)

- UK Advocacy and Health intelligence department colleagues
- Heads of Nations and Policy and Engagement Managers in the devolved nations.
- Research and Services Directorates
- CEO and Senior Leadership Team
- Marketing and Communications teams
- People with arthritis.
- Health and care professional expert advisors
- Civil servants and their administrative support staff (National and Local Government).
- Professional bodies, charity sector and think-tank colleagues including coalitions.
- Academics, healthcare and service professionals.

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.
- Experience of influencing health policy
- Understanding of current health, social care and employment policy issues relevant to people with long-term conditions or disability.
- Strong experience of building and developing productive relationships with stakeholders.

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 with good attention to detail, consistently producing accurate work.
- Strong analytical skills
- Ability to work independently, prioritise effectively and work to deadlines.
- Excellent interpersonal skills and ability to work collaboratively and flexibly within and across teams.
- Enthusiasm for the role and commitment to transforming the lives of people with arthritis.

Desirable experience, knowledge and skills

- Experience of project management.
- Experience of line management
- Experience of working with people with long term conditions and/or understanding of arthritis and related conditions.

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.