Versus Arthritis

Job description

Job title: Senior Policy Officer - Wales

Reports to: Policy & Engagement Manager - Wales

Department: Partnerships & Influencing - Wales

Directorate: Services and Devolved Nations

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.

**Services and Devolved Nations Directorate**

The Services and Devolved Nations Directorate delivers impact and change for people with arthritis through our support services of a helpline, online community and other digital tools, to our community delivery across our four nations so that people can connect and learn the tools to self-management and keep active.  We support people of all ages by delivering peer support, workshops and residentials to young people.  We educate and train health professionals to better understand arthritis and engage with about our research.  We are leaders in influencing devolved governments to promote the importance of arthritis and enable change across our health and social care systems.

Job purpose

The purpose of this role is to lead and manage time-sensitive projects across our policy priority areas, undertaking horizon scanning activities, developing policy positions, producing evidence-based briefings and reports and contributing to consultation responses.

As well as supporting internal and external communication of our policy work, you will represent the charity on cross-sector groups, attending stakeholder meetings and supporting parliamentary events and conferences.

The Senior Policy Officer will work closely with policy & influencing colleagues in the Devolved Nations and the Advocacy & Health Intelligence team, as well as contributing to the wider work of the directorate and charity.

The successful post-holder will be a creative thinker, with strong analytical, written and verbal communications skills. An enthusiastic, adaptive and flexible approach is important, together with an ability to work with autonomy and across teams throughout Wales and the UK.

Main duties

* Lead and manage own projects across policy priority areas in health and social care.
* Undertake horizon scanning activities, gather, analyse and share information on external policy developments and their implications relevant to arthritis and musculoskeletal (MSK) conditions.
* Work with colleagues on nation and UK wide policy projects including commissioning research or surveys, developing evidence-based policy positions in priority areas, producing reports and consultation responses.
* Provide policy support and advice to the Head of Nation and Policy & Engagement Manager in Wales to input to business planning activities, including the development of UK wide policy positions, influencing campaigns, and influencing plans.
* Lead on internal and external communication of policy work in Wales by proactively contributing content, including for our website, social media and media.
* 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.
* Empower people with arthritis in Wales to share their experiences / stories and participate in advocacy and media activities, including further developing our cohort of Changemaker volunteers
* To provide policy input and advice to other parts of the charity, including participation in cross organisational events and working groups.
* To embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* To ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* To embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* To undertake any other duties as appropriate to the role and organisational requirements.

Key stakeholders and relationships (internal/external)

* Head of Nation - Wales
* Heads of Nations and Policy and Engagement Managers in the devolved nations
* CEO departments – UK Advocacy & Health Intelligence Team
* Services & Devolved Nations departments including nation support and service delivery teams.
* Research, Creative and Content and Strategic Communications team.
* People with arthritis.
* Civil servants and their administrative support staff.
* Professional bodies, charity sector and think-tank colleagues including coalitions.
* Politicians and advisers.
* Academics, healthcare and service professionals.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Knowledge and recent experience gained from work within a policy team, with experience of influencing health policy in Wales.
* Knowledge of methods used in policy development and influencing.
* Understanding of current policy issues relevant to people with long-term conditions or disability in Wales, including healthcare policy.
* Strong experience of building and developing productive relationships with stakeholders.

Qualifications and professional memberships

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

Skills

* Excellent written, numerical and verbal communications skills, strong analytical skills. Good attention to detail, consistently produces accurate work.
* Good judgement and ability to project manage, work independently, prioritise effectively, and remain alert to the need to consult with and update the team and senior staff as appropriate.
* Excellent interpersonal skills and ability to work within teams.
* Enthusiasm and commitment to people with arthritis.

Desirable experience, knowledge and skills

* Ability to speak Welsh or an understanding of the needs of Welsh language users.
* Experience of project management.
* Experience of translating complex policy for multiple audiences.
* 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.