

Role Profile:	Senior Policy Officer (Devolved Nations)
Responsible to:	Policy and Public Affairs Manager
Accountable to:	Head of Quality and Policy
Key working relationships:	Policy and Quality teams, other RCEM staff, Politicians, civil servants and stakeholders – in each of the Devolved Nations – College Officers, College Members and Fellows, relevant staff from other Colleges, the media and the public.

Who are the stakeholders?

Grade:	F
Contract:	Permanent

Job Purpose

Working in a dynamic and collaborative team environment, the Senior Policy Officer (Devolved Nations) will support College's Vice Presidents and the National Boards to ensure the College's key policy asks are well developed and represented in Scotland, Wales, and Northern Ireland. They will work closely with our members and the policy team to develop our evidence base around the pressures facing the emergency care system and devise compelling campaigns and policy outputs to ensure the College is able to exert influence in the devolved legislatures. The role holder must be confident with handling and analysing health data and use their strong communication skills to tell a story about the state of the emergency care system in each of the devolved nations. The Senior Policy Officer will bring a devolved perspective to the team, and ensure the team and College Officers are taking a UK wide approach to policy and public affairs.

Key Responsibilities:

- Lead on the College's policy and influencing agenda for Wales, Scotland, and Northern Ireland. This includes providing advice and guidance to each of the Chairs and Vice Chairs with regards to engagement and strategies for promoting policy objectives.
- Provide the secretariat for RCEM National Boards including servicing and managing the boards, conducting research, compiling briefings, and creating high-level policy consultation responses.
- Work with the Senior Policy Officer (Workforce) to deliver the workforce census projects. Use the findings of the project to deliver lasting change for the Emergency Medicine workforce.
- Undertake regular data analysis of NHS performance figures in the Devolved Nations and use software to visualize the trends in a compelling way.
- Implement College campaigns for Devolved Nations under the guidance of the Policy and Public Affairs Manager.
- Use statistical and other available evidence to support the development of College's policy campaigns around the different aspects of Emergency Medicine.

- Manage implementation of new College policy campaigns that are agreed by the College's Executive.
- Maintain the organisation's contribution to the Scottish Lobbying Register and ensure high levels of compliance.
- Coordinate activities to build and maintain relationships with Ministers, Members of devolved Parliaments, civil servants and stakeholders in the Devolved Nations to influence policy decisions and outcomes.
- To work with the Senior Press Officer to create and disseminate press releases for the Devolved Nations, including providing guidance and support on key messages and framing for impact.
- Undertake relevant policy intelligence gathering for each of the Devolved Nations and help to monitor devolved Parliament, stakeholders, and other health policy developments. This should include but is not limited to official and third sector publications in addition to Parliamentary proceedings.
- Work closely with Policy and Public Affairs Manager to deliver influencing events in each of the Devolved Nations – for example Party Conference round-tables - including programme production, speaker communications and event marketing, and assist with other UK policy events.
- Regular travel across the UK to represent the College's policy agenda.
- Assist with the day-to-day administration of the Quality and Policy Team including handling enquiries and supporting College Officers.
- Undertake such other tasks as may be reasonably expected within the scope and grade of the post at the request of College Management to ensure College objectives are met.

COLLEGE POLICIES AND PROCEDURES

The post holder is expected to follow all College policies and procedures including those covered in the Employee Handbook.

CONFIDENTIALITY

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential and compliant with the Data Protection Act.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

COLLEGE VALUES

Reliability

Ensuring our stakeholders receive a dependable, effective and efficient service.

Required behaviors:

- Ensuring the continuity of services during absences
- Providing information and material on time: keeping our promises
- Ensuring work has been completed to the right standard
- Being clear about our requirements and the regulations that guide our work

Communication

Communicating internally and externally in a proactive way.

Required behaviors:

- We are open, approachable and encourage communication
- Updating stakeholders through regular sharing across the range of our activities internally and externally
- Communicating our strategy so that our stakeholders understand what we are aiming for
- Our communications are straight forwards, helpful, clear and concise
- Listening to the views of others to understand individual needs and requirements

Respect

Treating our stakeholders and colleagues with respect.

Required behaviors:

- Appreciating and valuing the work and contribution of others
- Respecting the opinions and views of others
- Trusting each other to do the right thing
- Dealing with colleagues and stakeholders professionally
- Demonstrating that respect in the way in which we communicate

Excellence

Enabling high standards of work to be maintained.

Required behaviors:

- Providing an accurate and responsive service
- Routing stakeholders quickly to the right contact point to deal with any questions
- Setting and communicating clear objectives and timescales for our work
- Measuring our performance against our standards
- Working to the best of our abilities and seeking opportunities for continuous improvement

Equality

Treating all stakeholders internally and externally fairly.

RISK MANAGEMENT

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

ADDITIONAL INFORMATION

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.

PERSON SPECIFICATION:

Essential	Desirable
<i>Qualifications:</i>	
<ul style="list-style-type: none"> • GCSEs or equivalent including English Language and Maths • Educated to degree level or equivalent experience 	
<i>Practical Experience:</i>	
<ul style="list-style-type: none"> • Experience working in a policy environment • Experience of writing effective policy briefings • Experience of servicing committees and stakeholder management • Experience of dealing with politicians • Experience of preparing compelling health policy briefings • Experience of writing documents to publication standard • Experience of delivering influencing events 	<ul style="list-style-type: none"> • A minimum of two years' experience working in policy • Experience of working within health policy • Experience of publishing policy reports
<i>Skills:</i>	
<ul style="list-style-type: none"> • Ability to adapt policy approaches and campaigns to maximise influence in different government systems. • Excellent research and analytical skills • Ability to synthesise large datasets into accessible and compelling data visualisations. • Good written communication skills, including proof reading skills • Experience of handling multiple workstreams and prioritisation of work • Experience of working to tight deadlines • Ability to coach and train junior members to staff to further develop their skillsets • Proficient in using excel to analyse datasets 	
<i>Knowledge:</i>	
<ul style="list-style-type: none"> • Knowledge of healthcare policy and how it operates within a devolved legislative and government systems across the UK. • Knowledge of the healthcare systems and pathways across the UK including an appreciation of how the systems may diverge. 	
<i>Personal qualities:</i>	

<ul style="list-style-type: none">• Self-motivated and innovative• Desire to work collaboratively with the team and organisation• Excellent interpersonal skills and ability to develop good professional relationships with stakeholders• A commitment to upholding the organisational values	<ul style="list-style-type: none">• Ability to influence and motivate others
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