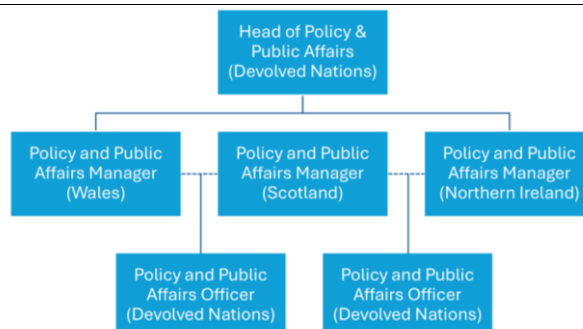


Role Title	Policy and Public Affairs Officer (Devolved Nations)
Manager Job title	Policy and Public Affairs Manager
Band	C

Overall Job purpose We are the Royal College of Paediatrics and Child Health (RCPCH), the membership body for paediatricians in the UK and around the world. With around 25,000 members, we play a major role in providing a voice for members with a mission to support child health and wellbeing globally. The Policy and Public Affairs Officer sits in the Policy and Public Affairs (Devolved Nations) team. This is a busy and exciting role requiring excellent communication, project management and influencing skills. You will interact with a wide variety of stakeholders including our members, politicians, charities and internal colleagues. The post holder will play an important role in driving the College's policy and public affairs across the devolved nations, working to secure political support for our policy messages, advocating on behalf of members and fostering relationships key stakeholders. You will help build and deliver our advocacy campaigns and will work across the College to ensure our public affairs strategies actively promote the RCPCH and its priorities for maximum influence. The post holder will provide support to College initiatives across Scotland, Wales and Northern Ireland. They will have responsibilities across three main areas: 1. Supporting the Devolved Nations Executive Committees to provide insight, intelligence and member feedback to inform policy development, stakeholder relations and communications relating to health policy and practice in Scotland, Wales and Northern Ireland. 2. With supervision from the Head of Devolved Nations, responding to the needs of our members in the Devolved Nations by developing policy positions specific to Scotland, Wales or Northern Ireland. Supporting colleagues across the College to ensure that UK-wide policy positions are responsive to the needs of our members and stakeholders in the devolved nations. 3. Planning, drafting and producing policy and communications content to support engagement with our members and stakeholders in government so to influence policy and practice in line with RCPCH priorities.

Dimensions	
Role Location	Home-based
Budgetary control (if so what size)	N/A
Number of direct reports (if any)	N/A
Job titles of direct reports	N/A

Please attach structure chart if available



Key Tasks & Responsibilities

The Policy and Public Affairs Officer will develop and deliver policy and communications activity for the devolved nations, working with the Policy and Public Affairs Managers, Head of Devolved Nations and colleagues across the College.

1. With key stakeholders, coordinate and develop policy position statements unique to Scotland, Wales or Northern Ireland, that respond to member needs (but with application or implications UK-wide).
2. Coordinate and produce draft responses to consultations in Scotland, Wales or Northern Ireland.
3. Support colleagues across the College with expertise on the political, governmental and health service landscape in the devolved nations.
4. Support the delivery of stakeholder management in the devolved nations, ensuring productive professional relationships and extensive contacts within government, policy making and across the health sector.
5. Communicate policy and public affairs priorities to stakeholders to maximise influence and impact.
6. Attend meetings (and provide support including policy expertise to Officers or other College staff and members) with senior figures in Scotland, Wales or Northern Ireland.
7. Draft quotes, press releases and other content for media in the devolved nations, working closely with the Policy and Public Affairs Managers, Media Manager and Head of Media and Campaigns.
8. Produce content for blogs, social media, bulk email, web and other digital communications specific to our audiences in the devolved nations, working with staff colleagues and College members or Officers as required.
9. Support the administration of the devolved nations Executive Committees.
10. Coordinate financial processes such as processing invoices; and registering suppliers.

General

In addition to the specific duties and responsibilities outlined in this job description, all RCPCH employees should be aware of their specific responsibilities towards the following:

Lead, motivate and performance manage a team of staff, ensuring that they collaborate effectively across the College and wider sector, and are focussed on achieving excellent outcomes for paediatrics through regular performance discussions and appraisal.

Adhere to the College's health and safety policies and associated procedures and to co-operate in maintaining good standards of health and safety.

Uphold ethical and professional standards and not behave in a manner that is likely to bring the College into disrepute.

To actively champion diversity and inclusion across the College ensuring best practice at all times and challenging appropriately where standards or behaviour fall short

The role holder must be committed to confidentiality and the handling of college information in a secure way. The role holder will also be required to comply with the college's Information Security Policy and Acceptable Use Policy.

Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.

Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

The College is committed to encouraging young people to work with the College either through the apprenticeship programme and as such the post holder will be expected to support and respect young people, and may be asked to work alongside or supervise a young person as part of their role whilst working at the College.

Our commitment to safeguarding

The RCPCH is committed to safeguarding the children, young people and adults it has contact with in the exercise of its functions and responsibilities. The RCPCH expects all staff to share this commitment.

All staff are expected to be alert to safeguarding risks and to respond appropriately to such risks in accordance with the College's safeguarding policy and procedures.

All staff are required to take part in safeguarding training and developments. Managers are required to ensure that they remain vigilant to any safeguarding concerns in respect of those they supervise and to ensure their teams regularly review actual and possible safeguarding dimensions in their work.

The foundation of good safeguarding is healthy organisational culture. All staff are expected to promote such a culture through their behaviours.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the College at any time after discussion with the post holder. RCPCH operates a no-smoking policy.

The post holder should either be a non-smoker or be prepared to not smoke in any of the College's premises, grounds or vehicles when on College business outside the office.

The RCPCH wants to represent all the communities we serve. Appointment will be made solely on merit. However, the College is particularly keen to receive applications from Black, Asian and minority ethnic candidates, and/or candidates with a disability who are currently under-represented at this level of the organisation.

Terms and Conditions of Employment

Salary of £34,839 per annum.

Contracts are offered on an initial 6-month probationary period.

Annual Leave Allowance: 27 days per year (pro rata for part-time and contracted staff). For each 2 years of completed service, you will receive one additional days leave until the maximum of 29 days are reached. The College closes between Christmas and New Year, and these days are in addition to annual leave.

Employment Benefits:

- Contributory Pension Scheme with an employer's contribution of up to 10%
- 35-hour week (Monday to Friday with one hour for lunch). The college operates a hybrid working model, with 40% of your working time to be spend in the office over a 4 week period. The office building is open from 7.30am to 8.00pm, Monday to Thursday.
- Eye care reimbursement
- Employee Discount Scheme
- Comprehensive Learning & Development provision
- Enhanced maternity, adoption, surrogacy and paternity leave
- Enhanced redundancy pay
- 21 hours volunteering leave per annum (pro rata for part-time staff)
- 35 hours protected continuous and professional development time per annum (pro rata for part-time staff)
- SMARTech up to £1000 once the probationary period has been successfully passed
- Cycle2Work up to £1000 once the probationary period has been successfully passed
- Occupational health including counselling and neurodiversity assessments
- Paid IVF Leave
- Pregnancy and Infant Loss leave and pay

The College is expanding and developing the involvement of children in its work. For some roles this may in future mean direct contact with young people. The College therefore may in the future require a Disclosure Barring Service check to be undertaken.

PERSON SPECIFICATION

Policy and Public Affairs Officer (Devolved Nations)

Essential skills

- Demonstrable experience in policy and public affairs
- Solid knowledge and understanding of policy and legislative processes in Scotland, Wales or Northern Ireland.
- Demonstrable experience of producing high-quality content for digital and social media (including websites, bulk email and Twitter)
- Demonstrable experience of producing high-quality policy and communications outputs such as consultation responses, reports, policy briefings and press copy
- Strong oral communication skills including the ability to present complex information in a fluent and persuasive manner to internal and external stakeholders
- Analytical and problem-solving skills demonstrating the ability to analyse and resolve complex issues in relation to policy and public affairs
- Self-motivation and the ability to work both independently and as part of a team, working collaboratively with internal and external colleagues
- Excellent organisational skills including the ability to support committees and other governance structures, supporting delivery of new processes and identifying opportunities for improvement
- Ability to manage relationships with internal and external stakeholders at all levels
- Excellent time management and ability to plan, schedule and monitor competing priorities in a busy and varied role with minimum supervision

Desirable

- Experience of working in the health sector or within government, statutory or third sector organisations with a focus on health or children and young people
- A good working knowledge of public health, health inequalities or health service issues

Candidates are reminded that the shortlisting process is based on the evidence provided on the application form of the skills demonstrated above. For any questions, queries or support please contact us at recruitment@rcpch.ac.uk.