

# Head of Policy: Job Description and Person Specification

<b>Job Description: Head of Policy</b>	
<b>Grade</b>	5 – Head of Function
<b>Reporting to</b>	Director of Policy and Communications
<b>Working closely with</b>	Board Members, Directors, Assistant Director, Head of Stakeholder engagement and Communications, regulators, Accredited Registers and the Policy Team.
<b>Main purpose of the job</b>	To lead the Policy Team (currently 4 members of staff) and be responsible for coordinating all policy development and publications, consultation responses, and internal and external policy discussion events, advice and briefings.
<b>Working conditions: (i.e. shift work, flexi time, overtime)</b>	<p>The appointment is full-time, 37 hours per week. Due to the nature of the work, occasional attendance beyond the organisation’s core working hours may be required.</p> <p>Flexi time is available.</p>
<b>Key tasks and responsibilities</b>	<p>Support the Chief Executive and Executive Leadership Team (ELT) in the running of the organisation as a member of the Senior Management Team (SMT).</p> <p>Working with the ELT and SMT, the Board and key stakeholders to develop and disseminate the organisation’s policy positions on matters relevant to regulation and registration in health and social care.</p> <p>Devising and championing a coordinated approach to policy development across the organisation and with its stakeholders.</p>

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Delivering policy work as part of the team.

Positively raising awareness of, and managing, the organisation's role as a provider of policy advice.

Responding to external consultations.

Leading and providing direction and development to build a professional and skilled Policy Team.

Acting as the key point of contact for stakeholder engagement in relation to policy, highlighting the organisation's role in improving regulation and registration and helping to shape the reform of professional regulation.

Working with the Head of Stakeholder Engagement and Communication to liaise with patient groups and the public to support the policy work of the organisation.

Briefing Board members and members of ELT/SMT on key policy issues.

Managing proactive and reactive policy work, including promoting awareness of the policy work of the organisation across the four countries of the UK.

Supporting the promotion and monitoring of equality, diversity and inclusion internally and externally.

Evaluating policy activities and reporting on this regularly to the ELT/SMT and the Board.

Line managing the Policy Managers.

**Any other duties that can reasonably be assigned in relation to the grade of the post.**

See pages 3 and 4 for the person specification.

## Person Specification: Head of Policy

	Essential	Desirable
<b>Education, Qualifications and Training</b>		
<b>Special Skills / Knowledge</b>	<p>Excellent policy development skills</p> <p>High level written, editorial and verbal skills, with a meticulous attention to detail</p> <p>Strong leadership skills</p> <p>Stakeholder management skills</p> <p>Ability to prioritise and remain focused and composed under pressure</p> <p>Organisational and problem-solving skills</p> <p>Ability to analyse complex information from a range of sources</p> <p>Influencing skills</p> <p>Ability to work as part of a small team and organisation</p> <p>A commitment to equality, diversity and inclusion</p>	<p>An understanding of the public sector</p> <p>An understanding of regulation</p> <p>Project management skills.</p>

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**Experience**

**Extensive policy experience**

**Responding to consultations**

**A leading role in policy for an organisation**

**Coordinating policy development across and organisation**

**Policy in a healthcare context, including with patients and the public.**