

## Policy Advisor: Job description and person specification

<b>Grade</b>	3 – Technical Specialists
<b>Reporting to</b>	Policy Manager
<b>Working closely with</b>	Director of Policy and Communications, Publications Officer, other colleagues within the Policy and Communications Directorate
<b>Main purpose of the job</b>	To research, develop and maintain relevant aspects of policy within the field of health and care professional regulation.
<b>Working conditions: (i.e. shift work, flexi time, overtime)</b>	<p>The appointment is part-time, 30 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>To conduct regular horizon-scanning of policy and regulatory developments in all relevant fields.</p> <p>To develop a continuous working knowledge of the PSA’s legislation and the legislation of the regulatory bodies, both primary and secondary and any relevant UK and EU legislation.</p> <p>To contribute to policy-led projects to identify and promote good practice and good practice principles.</p> <p>To develop, monitor and review the PSA’s policy positions as required and provide detailed policy briefings.</p>

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To undertake research into regulatory developments across all relevant sectors and ensure the PSA is appropriately advised.

To contribute to the research, drafting and production of reports and other submissions.

To respond to consultations as appropriate and undertake consultations in relation to policy developments, as required.

To work closely with all members of the Policy and Communications team to ensure accurate and timely achievement of the team's work.

To work with relevant internal and external stakeholders in the development of the PSA's policy work and assume stakeholder management responsibility for dedicated stakeholders

To negotiate and manage contracts with external contractors.

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

See page 3 for the person specification.

## Person specification: Policy Advisor

	Essential	Desirable
<b>Education, Qualifications and Training</b>		
<b>Special Skills / Knowledge</b>	<p>Able to develop policy proposals from research findings.</p> <p>Able to understand the broader policy context and how the individual work relates to the wider sector.</p> <p>Understanding of qualitative and quantitative research.</p> <p>Strong analytical skills.</p> <p>Able to present policy and research findings clearly for a range of audiences.</p>	<p>Use of complex data, including financial data, to develop solutions.</p> <p>Statistical skills.</p>
<b>Experience</b>	<p>Strong written, oral and presentation skills.</p> <p>Experience of working in health or social care policy or in another relevant policy area.</p> <p>Experienced in report writing for a range of external audiences.</p> <p>Experience of representing an organisation at a senior level.</p>	<p>Experience of running projects.</p>