

Role profile

Role title	Policy Advice and Research Officer
Department and directorate	Public Health and Healthcare Delivery, Communications and Policy
Job family level	6
Reports to (job title and name)	Head of Healthcare Delivery
Direct reports (job title and name)	None

Summary – purpose of the role

- Support line managers and senior policy advisers within the team, by undertaking research and analysis of a variety of policy issues, as required (incl. desktop research, FOI requests, data analysis and modelling, as well as qualitative research such as surveys or interviews)
 - Draft written policy and research reports and advice on policy issues, as required (incl. short reports, blogs, analysis notes, policy briefings)
 - Contribute to the delivery of plans to engage with members and relevant stakeholders, as required
 - Contribute to the development of guidance and other materials to support members to understand and to comply with policy, regulations, legislation etc, as required
 - Provide project support, as required
 - Contribute to the development and delivery of the directorate's business plan, performance indicators and risk management plan.
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Skill (level and breadth of application)

Describes what relevant experience is necessary to undertake this role, and what specialist, technical or professional qualifications are required to be able to perform the job

- Ability to conduct research and analysis (including analysing large datasets, working in Excel, conducting desk-based policy research and understanding of qualitative research methods)
- Ability to communicate clearly conveying key information succinctly, both written (eg in policy reports or analysis notes) and orally (eg in briefing colleagues or in presentations)
- Ability to grasp new policy concepts quickly to undertake research and analysis of policy issues
- Interest in healthcare delivery policy issues together with an understanding of open policy making
- Ability to form effective relationships with colleagues (esp. with Senior Policy Advisers, who will oversee day to day work) and work flexibly across a number of projects
- Ability to form effective relationships with counterparts in stakeholder organisations
- Experience of providing project support
- Understanding of the association's dual roles as trade union and professional body
- Personal resilience – occasionally comes into contact with challenging members

Intellectual demands (complexity and challenge)

Describes what sorts of problems, situations or issues are typically dealt with as part of the role

- Ability to grasp new policy concepts quickly to undertake research and analysis of policy issues / proposals, particularly in emerging areas of policy
- Ability to undertake research and analysis independently, with guidance from Senior Economist
- Ability to translate discussions within committees and on listservers into clear, concise reports, for review by relevant policy advisor
- Creativity in the development of materials to support members comply with policy, legislation, regulation, standards etc within the postholder's portfolio
- Ability to keep projects on track by providing appropriate support to project managers (usually policy advisors)

Judgement (independence and level and impact limitations)

Describes the typical decisions that are made in the job without reference to any higher authority

- Responsible for undertaking research, analysis and drafts reports to a high standard and within requisite timescales
- The majority of work will be reviewed by senior policy advisor, Senior Economist or line manager.

Use of resources (supervision of resources and influence)

Describes what responsibility the postholder will have for managing people, equipment, budgets, resources, customer's welfare or confidential information.

- Some direct contact with members and regular contact with elected members
- No line management or budgetary responsibility
- Role may involve collection and use of sensitive data, including primary research undertaken with members

Communication (level, internal and external demands and significance)

Describes the scope and purpose of communication the postholder will be expected to undertake on a regular basis, both internally and externally.

- Contact with committees and committee chairs, staff in communications and policy, the devolved nations, member relations, the network of internal researchers and Professional Policy and Activities and National Negotiations and Representation. Purpose: to liaise on key issues – particularly to 'chase' necessary documents, advice etc to keep projects on track; draft documents may be reviewed by colleagues in other departments/directorates
- Develop external contacts with counterparts in stakeholder organisations.

Physical demands & coordination (physical effort and mental strain)

Describes any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration

- Ability to maintain focus and concentration while working in an open plan office

Working conditions and emotional demands

Describes the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these

- Personal resilience – able to withstand robust challenge from elected and other members and stakeholders.
- Flexibility – able to adapt to new ways of working, move into new areas of responsibility and 'help out' across the directorate as required, in a constructive manner
- Working outside normal office hours may be required (eg to attend events or complete project work), albeit this will be limited

Sign-off

Manager:

Date:

Role holder:

Date: