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| **Role title:** | Policy & Public Affairs Officer | **Responsible to:** | Policy & Public Affairs Manager  |
| **Division:** | Chief Member Officer Division | **Department:** | Corporate Affairs |
| **Direct Reports and Level:** | 0 direct reports  | **Scope:** | Research and formulate public policy positions for MPS; monitoring and coordinating engagement with external stakeholders; supporting wider member and stakeholder communications. |
| **Scale:** | 0 People |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core 1 | **Role Family** | Sales Marketing & Communication |

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| **Overall Role Purpose** |
| The primary purpose of the role is to support the provision of an excellent policy and public affairs service for the organisation and its members. This includes:* Working collaboratively with expert colleagues to formulate the organisation’s public policy positions which underpin our wider communications.
* Monitoring and supporting stakeholder engagement strategies, developing and maintaining strong relationships with key internal and external stakeholders.
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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational*** Support the delivery of external communications to plan, cost and quality
* Ensure personal and team output helps to protect and promote reputation and profile of MPS and/or drives forward policy & public affairs work on behalf of members
* Support with ensuring effective systems and processes are in place for the successful delivery of policy and public affairs activity
* Provide support with strategic advice to senior leaders and specialists on the development of policy and public affairs plans and actions
* Support the Corporate Communications team as and when needed, contributing to the development and delivery of MPS’s statutory and medicolegal/dentolegal publications, including Annual Reports, and publications and journals
 | * Department strategy delivery Vs plan
* Divisional strategy delivery Vs plan
* Delivery of projects to plan
* Delivery of contributory content to publications to plan and on time
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| **Member*** Ensure personal and team output drives forward policy & public affairs work on behalf of members
* Monitor emerging risks and issues which may impact outcomes for members or are likely to have a material adverse effect on the Group, its operation or financial security.
* Support the establishment of a culture and capability and of continuous improvement to drive operational efficiency and great member experiences and outcomes.
 | * Net promoter score
* Member/stakeholder feedback
 |
| **People*** Establish a strong network of relationships with subject matter experts and external stakeholders, as well as colleagues at all levels across the organisation, establishing yourself as a trusted partner.
* Take personal accountability for training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
 | * Delivery of Personal Development Plan to plan
* Compliance with Training and Competence Schemes
* One to one / performance review meetings Vs Plan
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| **Risk*** Contribute to team’s role in recognising and responding to policy, political, legislative and stakeholder risks and opportunities for MPS
* Adhere to business processes and controls which are in place to manage the Department within risk appetite; comply with policies and regulatory requirements (as applicable).
 | * Risk & Control Self- Assessments
* Audit Actions
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| **Financial*** Ensure that all spend is managed within organisation policy and to budget
 | * Operational budget Vs plan
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| **Responsibilities (RACI)** |
| * Monitor, identify and lead on responding to public policy challenges and opportunities for MPS
* Work with the Policy & Affairs Manager, business development colleagues and others to fully support stakeholder engagement globally, while leading on specific stakeholder relationships as agreed
* Lead on crafting a range of communications for and on behalf of senior stakeholders, in collaboration with the Executive team and other senior colleagues
* Work with colleagues across the organisation to maximise the impact of our policy and public affairs work and to ensure that the output of the team informs, and is informed by, communications with our wider audience groups
* Produce high-quality, bespoke briefings on a range of topics including for colleagues attending meetings with stakeholders
* Support the Corporate Communications team periodically, contributing to the development and delivery of MPS’ statutory and medicolegal/dentolegal publications, including Annual Reports, and MPS’ range of publications and journals
* In-line with the Departmental Strategy, lead on devising and implementing policy projects and campaigns to ensure that MPS is seen as a thought-leader
* Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role.
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| **Key Governance Responsibilities** |
| N/A |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking  |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Educated to undergraduate level or able to show career experience at a relevant level
 | * Ability to prioritise multiple workstreams simultaneously
* Comprehensive research skills; the ability to extract key points from substantial and complex documents
* Exceptional written and verbal communication
* Ability to write persuasively for a variety of audiences
* Adapting to change; an ability to find new ways of working
 | * Demonstratable track record of successfully engaging with decision makers and key influencers
* Proven experience of delivering projects from their inception to evaluation
* Well versed in confidently briefing senior colleagues; both orally and in writing
* Proven track record of successfully working to raise an organisation’s profile
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| **Desirable** |  | * Experience of working in multi-disciplinary team alongside professional colleagues.
 | * A history of responding to government consultations; reviews/inquires, and influencing legislation
* Well-developed knowledge of healthcare
* Experience of working in a role and organisation with reach across multiple countries would be an advantage
* Well-developed knowledge of the principles of professional regulation and/or experience in a legal role
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