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| **Role title:** | Policy & Public Affairs Officer | **Responsible to:** | Policy & Public Affairs Manager  |
| **Division:** | Business Development and Engagement | **Department:** | Corporate Affairs |
| **Direct Reports and Level:** | 0 direct reports  | **Scope:** | Research and formulate public policy positions for MPS; engagement with stakeholders. |
| **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 purpose of the role is to support the Policy & Public Affairs Manager in the provision of excellent policy and public affairs services for the organisation and its members. Working collaboratively with expert colleagues to formulate the organisation’s public policy positions which underpin our wider communications. To monitor and support 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 the Corporate Affairs strategy to plan, cost and quality
* Ensure personal and team output helps to protect and promote reputation and profile of MPS and/or drives forward thought leadership 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 including measuring impact and success.
* Provide support with strategic advice and counsel to Head of Department, senior leaders and specialists on the development of policy and public affairs plans and actions
 | * Corporate Affairs strategy delivery Vs plan
* Division Plan delivery Vs plan
* Delivery of projects to plan
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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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| **Member*** Ensure personal and team output drives forward thought leadership work on behalf of members
* Monitor and provide robust challenge of emerging risks and issues arising from business activities which fail to deliver appropriate and consistent 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 in continuous improvement to drive operational efficiency and great member experiences and outcomes.
 | * Net promoter score
* Member/stakeholder feedback
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| **People*** Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
* Establish a strong network of relationships with subject matter experts and staff at all levels across the organisation, establishing yourself as a trusted partner.
 | * 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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| **Responsibilities (RACI)** |
| * Monitor, identify and lead on responding to public policy challenges/opportunities for MPS
* Working with both the Policy & Affairs Manager and the International Stakeholder Engagement Manager, fully support stakeholder engagement globally, while leading on specific stakeholder relationships as agreed
* Lead on crafting a range of communications for senior stakeholders, in collaboration with the Executive team and other senior colleagues/Working 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
* In-line with the Departmental Strategy, lead on devising and implementing policy projects 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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