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| **Role title:** | Policy & Public Affairs Manager | **Responsible to:** | Head of Corporate Affairs |
| **Division:** | Business Development and Engagement | **Department:** | Corporate Affairs |
| **Direct Reports and Level:** | 1 direct report | **Scope:** | Policy and Public Affairs |
| **Scale:** | 1 person |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 2 | **Role Family** | Sales Marketing & Communications |

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| **Overall Role Purpose** |
| To ensure that the organisation is aware of and influences public policy matters that affect MPS and its membership globally.  Working with expert colleagues to formulate effective, evidence-based policy positions for MPS which underpin our wider communications.  To ensure that MPS successfully maps out, engages with and influences our key stakeholders, including national governments and a wide range of healthcare organisations |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * 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 * Support the delivery of the Corporate Affairs strategy to plan, cost and quality * Support and lead where required on assigned projects affecting and ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment * Ensuring effective systems and processes are in place to support the successful delivery of policy and public affairs activity including measuring impact and success. * Ensure that MPS communications comply with our core corporate positions and messaging in key areas. | * Corporate Affairs strategy delivery Vs plan * Corporate Affairs engagement index Vs plan * Corporate Affairs leadership index Vs plan |
| **Financial**   * Ensure that all spend is managed within organisation policy and to budget | * Operational budget Vs plan |
| **Member**   * Ensure personal and team output drives forward thought leadership work on behalf of the membership * 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 feedback |
| **People**   * Provide effective line management to members of the team * Provide strong leadership within the Corporate Affairs department to ensure training, competence, performance and engagement of all employees and that they have clarity on their accountabilities and comply with all governance, policy standards and processes * 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. | * Corporate Affairs Engagement Index Vs MPS * Corporate Affairs Leadership Index Vs MPS * Strong Talent and Succession Plans * Delivery of personal and team members’ Personal Development Plans |
| **Risk**   * Play a leading role in recognising and responding to policy, political, legislative and stakeholder risks and opportunities for MPS. * Provide robust challenge on emerging external risks as well as issues arising from business activities which do not deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on our reputation, operation or financial security. * 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)** |
| * Ensure that the organisation is aware of and influences public policy matters that affect MPS and its membership, by monitoring, identifying and leading on responding to public policy challenges and opportunities for MPS * Working with expert colleagues to formulate evidence based and effective policy positions for MPS which underpin our wider communications. * Working with colleagues to fully support stakeholder mapping and 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 * Produce high-quality, bespoke briefings on a range of topics including for colleagues attending meetings with stakeholders * 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 | Leading Others |
| Building Capability in Self and Others | Leading Others |
| Influencing Others | Leading Others |
| Collaborating for Results | Leading Others |
| Leading Self and Others | Leading Others |
| Commercial and Risk Thinking | Leading Others |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Educated to undergraduate level or able to show career experience at a relevant level | * Exceptional written and verbal communication, with an ability to communicate persuasively for a variety of audiences * Ability to prioritise multiple workstreams simultaneously * Comprehensive research skills; the ability to extract key points from substantial and complex documents | * Demonstratable track record of successfully engaging with decision makers and key influencers * Experience of responding to government consultations; reviews/inquires, and/or influencing legislation * 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 |
| **Desirable** |  | * Experience of working in multi-disciplinary team alongside professional colleagues | * Experience of working with colleagues to inform media and social media content * Experience of working on public policy issues in healthcare, law, insurance and indemnity * Experience of working in a role and organisation with reach across multiple countries |