



Role description

Job Title:	Senior Policy and Public Affairs Officer
Reports to:	Policy Manager
Line reports:	None
Contract terms:	Full time
Salary	£36,065-£37,013
Location:	London-based, with hybrid working

The Royal College of Ophthalmologists is a membership organisation and the voice of the profession, with over 4,000 members in the UK and overseas. Our role is to champion the specialty, set standards of training and practice, and influence change to make a difference to the lives of patients with eye conditions.

Job purpose

Part of the Communications and Engagement department, the Senior Policy and Public Affairs Officer is responsible for developing and implementing strategic policy initiatives and engaging with key stakeholders to advance our policy priorities across the four UK nations. Working with colleagues, members and external stakeholders, you will deliver high quality analysis and research, produce evidence-based policy positions and outputs, and employ effective public affairs approaches to influence change on behalf of our members.

Main responsibilities

Strategic planning and reporting

- Contribute to developing, implementing and evaluating policy and public affairs (PPA) strategies, campaigns and plans aligned to member priorities and our wider strategic aims.
- Lead and manage the delivery of specific PPA workstreams, working in partnership with other organisations as needed.
- Monitor and report on performance against organisational and departmental objectives.

Policy development

- Monitor and analyse the external policy, political and parliamentary landscape across the four UK nations to identify influencing opportunities and relevant developments – summarising these for internal audiences.
- Contribute to the design and analysis of member surveys, drafting reports and presenting findings to inform the College's policy agenda.
- Work with colleagues to research and draft evidence-based policy positions, consultation responses and briefings for politicians, civil servants, NHS and other key decision makers.
- Maintain an accurate evidence library of data and information to support the development of policy.
- Provide policy-related support to relevant committees to enable their effective contribution to the College's work, including ensuring agreed actions are implemented.

Public affairs

- Build new and strengthen existing relationships with policymakers, government officials, clinicians and other relevant stakeholders across the four UK nations to advance the College's policy objectives and maintain a thought leadership position within the eye health sector.
- Draft briefings and presentations to support events and senior-level meetings with politicians, civil servants, NHS and other key decision makers.
- Arrange and represent (as appropriate) the College at events, conferences and external stakeholder meetings.
- Build and maintain the College's stakeholder database, tracking progress and advising on how to engage with different stakeholders.

Communications

- Work closely with the communications team to support the delivery of communications strategies and plans, ensuring the accuracy of policy information contained in College outputs and contributing to our press activities, member magazine, newsletters and website as required.
- Draft, implement and evaluate the impact of strategic engagement plans for policy publications.
- Support the communication of College policy positions internally, including by proposing lines to take for inclusion in our messaging house and assisting in briefing colleagues and volunteers – including the Chief Executive and President – on these.

To undertake other duties as required

- Undertake any other reasonable duties as required by the College.
- Working outside normal hours and/or overnight stays may be necessary to support the delivery of key organisational events.

Inclusion and diversity statement

The College is committed to encouraging inclusion, equity and diversity among our staff, and eliminating unlawful discrimination, harassment and victimisation by complying with the Equality Act 2010. We want a working environment where individual differences and the contributions of all staff are recognised and valued. To do this, we will proactively tackle discrimination and disadvantage and ensure that no individual or group is directly or indirectly discriminated against for any reason. We expect all employees to champion and live our values through their work at every opportunity.

Our values

Inclusion

- ✓ actively welcoming a diversity of experiences and perspectives
- ✓ everyone being respected and encouraged to participate regardless of their background or role

Integrity

- ✓ being open and honest, demonstrating accountability in all its work
- ✓ evidenced-based and transparent decision-making, utilising a range of data, information, expertise and experience

Innovation

- ✓ creating novel opportunities to advance and deliver on its aims, anticipating changing circumstances
- ✓ actively welcoming fresh ideas and approaches
- ✓ fostering a climate of ambition and excellence drawing on expertise from across the College's communities

Improvement

- ✓ being a learning organisation, reflecting on both successes and mistakes
- ✓ continuous and sustainable development across all its activities

Person specification

	Criteria
Knowledge, qualifications and experience	University degree or professional qualification in a relevant field such as public policy, political science, public health or similar
	At least three years' experience of working in a policy, public affairs or advocacy role, preferably within the healthcare sector or a membership organisation
	Experience of devising developing, implementing and evaluating policy/public affairs strategies and/or campaigns
	Experience managing projects and initiatives from conception to implementation
	Experience of conducting policy-relevant research and developing evidence-based policy positions and consultation responses
	Experience of drafting high-quality, accessible briefings, reports, and other written materials for diverse audiences, including policymakers, healthcare professionals, and the public
	Experience of engaging with government agencies, policymakers, and other stakeholders to influence policy outcomes
	Working knowledge of IT systems – including Microsoft Office and CRMs
Skills and abilities	Strong strategic planning, prioritisation and organisational skills
	Excellent written and verbal communication skills, with the ability to convey complex ideas and nuanced points clearly and persuasively
	Excellent analytical skills with the ability to research, analyse, and interpret complex qualitative and quantitative data to inform policy positions and advocacy efforts
	Proven ability to critically evaluate policy proposals, legislation and other publications and assess their potential implications for the College and our members
	Strong interpersonal skills and a demonstrated ability to build and maintain positive relationships with internal and external stakeholders, including government officials
	Ability to generate new ideas, take initiative and problem solve
	Adaptability and an ability to work well under pressure and manage often conflicting demands within tight timeframes
Personal qualities (attributes)	Commitment to equity, diversity and inclusion and understanding of how this applies to own area of work
	Commitment to own continuing professional development
	Demonstrates a positive 'can do' attitude

Staff benefits

We offer a friendly and supportive working environment and make sure our employees are well looked after with a great benefits package, which includes:

Work life balance and family friendly benefits

- Hybrid working
- 25 days of annual leave, increasing to 30 days with length of service (plus bank holidays and office closure between Christmas and New Year)
- One day of paid leave to move house
- Enhanced parental leave

Planning for your future

- Employer pension contributions up to a maximum of 12%.

Career development

- All staff are offered opportunities for learning and development, in addition to a comprehensive e-learning package
- Study loans

Travel

- Season ticket loan
- Cycle to work scheme

Wellbeing

- Eye test contribution
- Summer Fridays (staff can finish 90 minutes early from 17th July – 31st August)
- Enhanced Employee Assistance Programme (with access to free counselling sessions)
- Free flu vaccinations

How to apply

Please submit your CV (maximum two pages) and a covering letter (maximum one page) to staff.vacancies@rcophth.ac.uk. The cover letter must explain what makes you suitable for the role. Please use the job description for reference.

Interviews will be held at our office in Euston, the week commencing **3 June 2024**. Please indicate if you are likely to need any reasonable adjustments to successfully complete this interview.

Applicants must already have the right to work within the UK without restriction. Only shortlisted candidates will be contacted.

The closing date for applications is **27 May 2024**.