



# Royal College of Surgeons of England

ADVANCING SURGICAL CARE

## **Job Title: Policy & Public Affairs Manager (Devolved Nations)**

**Salary: £48,053**

**Contract Type: Fixed Term Contact (18 months)**

**Location: This role is predominately home based but requires travel to Belfast, Cardiff and London according to business need.**

### **About us**

The Royal College of Surgeons of England is one of the best-known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

### **About the role**

This is an exciting opportunity to join the Royal College of Surgeons of England as Policy and Public Affairs Manager (Devolved Nations).

The Royal College of Surgeons (RCS) is a professional membership organisation and registered charity, which exists to advance patient care. We support over 28,000 members in the UK and internationally by improving their skills and knowledge, facilitating research, and developing policy and guidance.

The Policy and Public Affairs Manager (Devolved Nations) will work to advance the interests of surgical patients and support the professional interests of RCS England members in the devolved nations (with a current focus on Northern Ireland and Wales). This is a new role for RCS England, which will look to build on the high profile we already have with policymakers in Northern Ireland, the Welsh Government, the Senedd, health service leaders, and with wider stakeholders and the media. The post holder will also work closely and collaboratively with colleagues within the wider College team to ensure that our work in the devolved nations reflects RCS England's priorities. They will work in a highly politicised environment and carry significant responsibility.

### **Responsibilities**

- Oversee all interactions with politicians, political parties, and civil servants, particularly with respect to surgical services and the respective national health services, in the devolved nations.
- Proactively influence policy, legislation, and the public debate about surgical services and the respective health services in the devolved nations.
- Collaborating with colleagues across the College, update and implement our influencing strategies for the devolved nations. Ensure our activity aligns with the College's strategic priorities, policies and other guidance.
- Represent the College in the devolved nations and act as a contact point for members, fellows and other stakeholders.
- Ensure the College continues to identify and maintain good relationships with relevant stakeholders (Government officials, Members of the Senedd, Members of the NI Assembly, health service leaders, regulators, senior civil servants, patient representative organisations, other Colleges etc.).
- Working with RCS England colleagues, lead on devolved nation public policy work including consultation responses, position statements, written briefings and letters. Ensure these have central RCS England approval as appropriate.
- Ensure the Northern Ireland Director, Wales Director, and other spokespeople are well briefed ahead of stakeholder meetings. The postholder will usually attend such meetings, take a note, and participate as required. They will be required to attend meetings with high-level stakeholders in person where they take place face-to-face.
- Maintain an overview of relevant NHS Wales, HSC and NHS Scotland issues and political issues, structures and organisations to monitor and keep abreast of current policy developments in Wales to advise the College on potential opportunities and actions.
- Ensure our voice in the devolved nations aligns with the College's broader priorities and viewpoints.

- Monitor relevant press stories in the devolved nations and communicate these to relevant surgical colleagues and the College's media team. Work alongside the College's press office to provide support to influence the media proactively and to help respond to reactive media queries. On some occasions, this may also include attending media interviews with the relevant devolved nation director and supporting briefings ahead of those opportunities.
- Scope out opportunities for RCS England to have a greater policy presence and influence with respect to surgical services and the health service in Scotland. This includes developing a relationship with our Regional Director in Scotland.
- Advise appropriate College departments of local opportunities for promoting fellowship, membership and affiliation.
- Manage both the Welsh Professional Affairs Board and the Northern Ireland Professional Affairs Board. Provide advice for our activity in Northern Ireland and Wales, including arranging regular meetings and ensuring agendas reflect both national and local, as well as College priorities. The postholder will usually attend such meetings in person, take a note and participate as required.
- Ensure that guidance and policies issued by the College are fed into and considered by the Northern Ireland Board and Welsh Board so that these standards can influence local decision making.
- Provide support, advice and induction for Regional Specialty Professional Advisers (RSPAs), Surgical Tutors and other regional representatives as required.
- Work closely with appropriate RCS England teams to facilitate the appointment of RSPAs and Surgical Tutors and to progress membership enquiries.
- Work closely with the events team to support them to manage events in the devolved nations.
- Undertake duties appropriate to the grade, as required by the Head of Policy, Media & Public Affairs and the Director of Communications.

## About you

All of the following are essential unless otherwise stated.

- Degree or equivalent sustained successful record of accomplishment in a similar role.
- A minimum of five years of experience working within a policy and/or public affairs role in the healthcare sector.
- A deep understanding of the policymaking and political process in the UK with, ideally, excellent knowledge of the political systems in at least one of the devolved administrations.
- Demonstrable evidence of excellent verbal and written communication skills with the ability to deliver a message in a clear and concise way.
- Experience in the production of policy reports and written responses, including to Government and senior persons in the NHS.
- Political sensitivity and a demonstrable ability to recognise, influence and manage the communications and public relations consequences of sensitive issues.
- Strong experience of having to use initiative and work with limited supervision in the field. The role requires a self-starter, who is highly motivated.
- Experience of synthesising material and presenting it clearly and at the appropriate level to a range of audiences.
- Project management; evidence of planning, developing, securing resources and evaluating a project.
- Ability to read and analyse basic statistical information such as NHS waiting times data.
- Computer literacy; email, Excel, Word, Web and data management.
- Strong collaboration skills, with demonstrable experience of working across organisations to share information and seek input from colleagues on pieces of work.
- Evidence of excellent persuasive, negotiating and influencing skills to achieve a satisfactory outcome.
- A proven track record in networking and relationship building.
- Ability to deal with challenging situations and stay within agreed College policy.
- Experience of regional/home-based working. (*Desirable*)
- Experience in post-graduate medical education sector. (*Desirable*)

## What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

**Interested Candidates:**

**If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk).**

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact [RCSHR@rceng.ac.uk](mailto:RCSHR@rceng.ac.uk)

**Closing date: 12pm Sunday 1 December 2024**

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.

*Please note that this advert may close early if we reach the maximum applications.*