



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title - Public Affairs and Policy Officer

Salary - £30,114

Contract Type – Permanent, Full-time (35 hours)

Location – We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend minimum 20% of their time in the office. This is subject to role requirements.

About us

The Royal College of Surgeons of England is the professional body for surgery. Our mission is to build the future of the surgical profession and improve the delivery of surgical care. We do this through education, training, examination, supporting surgical research and providing support and advice for surgeons at all stages of their careers.

About the role

The Royal College of Surgeons of England is seeking an astute Public Affairs and Policy Officer to join us as we continue our work delivering for patients. This role has a particular emphasis on influencing policy decisions, and candidates must have strong writing skills to draft statements, consultations, briefings for internal and external audiences and our weekly Political Update bulletin.

Responsibilities

Key duties and responsibilities include:

- Carrying out daily monitoring of government, Parliament, the devolved nations and other stakeholders' activity
- Working with the Public Affairs and Policy Manager to devise and implement public affairs strategies across England, Wales and Northern Ireland
- Assisting with preparing written and oral briefings for the President, Vice-Presidents, Chief Executive and Council members ahead of meetings with stakeholders, civil servants, ministers, and others
- Assisting with drafting policy position statements, policy reports and consultation responses
- Liaising with Council and other members to inform RCS England positions and our public affairs and policy work
- Organising and attending events including RCS England's presence at party political conferences
- Managing the public affairs website pages and public affairs social media activity

About you

You will be passionate about politics and health policy and eager to work towards our goal of making sure patients can access the surgery they need. You will be professional and effective in briefing MPs and policymakers. Working closely with leading surgeons, you will support the College's Patient and Public Group, and gather information and insights to inform our policy positions.

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.

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

Closing date: Monday 01 July (by midday/12.00pm)

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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

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.