



Job description

Job title:	Policy and Public Affairs Manager (Devolved Nations)
Grade:	4b
Department:	External Affairs and Engagement
Responsible for:	N/A
Accountable to:	<i>Head of Policy, Media and Public Affairs</i>

Job summary

The Policy & Public Affairs Manager (Devolved Nations) will work to advance the interests of surgical patients and support the professional interests of 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 the Colleges priorities. They work in a highly politicised environment and carry significant responsibility.

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

Specific duties and 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.).



Collaboration



Respect



Excellence



- 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 the devolved nations 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 Wales 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 Professional Affairs Board and the Wales Professional Affairs 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.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

November 2024



Collaboration



Respect



Excellence



Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree or equivalent sustained successful record of accomplishment in a similar role.	
Experience and skills	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Experience of regional/home-based working.• Experience in post-graduate medical education sector.



Collaboration



Respect



Excellence



	<ul style="list-style-type: none">• <i>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.</i>• <i>Experience of synthesising material and presenting it clearly and at the appropriate level to a range of audiences.</i>• <i>Project management; evidence of planning, developing, securing resources and evaluating a project.</i>	
Technical competencies	<ul style="list-style-type: none">• <i>Ability to read and analyse basic statistical information such as NHS waiting times data.</i>• <i>Computer literacy; email, Excel, Word, Web and data management.</i>	
People and interpersonal skills	<ul style="list-style-type: none">• <i>Strong collaboration skills, with demonstrable experience of working across organisations to share information and seek input from colleagues on pieces of work.</i>• <i>Evidence of excellent persuasive, negotiating and influencing skills to achieve a satisfactory outcome.</i>• <i>A proven track record in networking and relationship building.</i>• <i>Ability to deal with challenging situations and stay within agreed College policy.</i>	





The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	<ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	<ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	<ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

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.



Collaboration



Respect



Excellence