



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job title: Policy and Public Affairs Adviser

Salary: £34,416 per annum

Contract type: Permanent, full-time (35 hours per week)

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.

Join us

This is an exciting opportunity to join the Royal College of Surgeons of England (RCS England) within our dynamic Policy, Media, and Public Affairs Team. In this role, you will support the Faculty of Dental Surgery's (FDS) policy and public affairs activities, along with related initiatives across RCS England. Reporting to the Policy and Public Affairs Manager, you will collaborate closely with the FDS Dean and Registrar to ensure the Faculty's goals are achieved across the UK.

Key Responsibilities

- Develop and implement the Faculty's policy and public affairs work across the UK.
- Draft policy reports, consultation responses, position statements, briefings, and letters.
- Provide policy advice and support to senior stakeholders, including the FDS Dean, Registrar, Board members, and senior management.
- Attend FDS Board meetings and provide verbal updates on policy and public affairs work.
- Maintain and develop relationships with stakeholders, including NHS England, Department of Health and Social Care, the British Dental Association, the General Dental Council, Ministers, and Members of Parliament (MPs).
- Organise and attend events that support FDS' goals.
- Collaborate with the press team to draft reactive and proactive media responses to increase FDS' reach.
- Maintain and update FDS' website content to ensure it reflects ongoing initiatives.
- Work with the membership and marketing teams to support FDS' membership communications, including drafting articles for the Faculty Dental Journal, newsletters, and other relevant publications.
- Monitor parliamentary, policy, and stakeholder developments, analysing their impact and sharing insights with internal colleagues.
- Support the FDS' membership surveys to gather and incorporate member views into policy work.

What we are looking for

We are seeking a proactive, detail-oriented Policy and Public Affairs Adviser with experience in policy development and implementation. Knowledge of health policy issues and an understanding of how broader reforms may affect dentistry is highly desirable.

You will:

- Be a strong written and verbal communicator.
- Confidently present complex information to senior stakeholders and Board members.
- Have experience drafting policy briefings, reports and/or consultation responses.
- Have strong analytical skills and excellent attention to detail, with the ability to interpret data and lead on statistical analysis.
- Be able to manage competing priorities and deliver high-quality work under tight deadlines.
- Have a good understanding of the workings of Parliament and government processes.
- Demonstrate political sensitivity to recognise, influence, and manage sensitive policy issues.
- Ability to build collaborative professional relationships with the FDS Dean, Registrar, Board members, external stakeholders, and colleagues.

Our culture

RCS England embraces our college values in our day to day working.

Collaboration: We embrace our collective responsibilities working collaboratively and as one college.

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.

Excellence: We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.

What we can offer you

- 27 days paid holiday, plus bank holidays, and up to four college closure days
- Flexible working arrangements
- Enhanced contributory pension scheme
- Leave entitlements including parenthood, shared parental leave, fertility treatment leave, carers leave
- Volunteering opportunities
- Wellbeing and employee assistance programme
- Discounted gym membership
- Eye care vouchers
- Interest free season ticket loan
- Cycle to Work Scheme
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

How to apply:

To apply, please submit your CV and cover letter detailing how your skills and experience align with the job description to rcshr@rcseng.ac.uk. Applications received without a cover letter or CV will not be considered for shortlisting.

For more information about the role, please view the job description and person specification. If you would like to discuss the position, please email our HR team at 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: Sunday 09 March 2025

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.