

# Job description

<b>Job title:</b>	<b>Public Affairs and Policy Officer</b>
<b>Grade:</b>	2b
<b>Department:</b>	External Affairs and Engagement
<b>Responsible for:</b>	N/A
<b>Accountable to:</b>	Public Affairs and Policy Manager

## Job summary

The Public Affairs and Policy Officer works with the Policy and Public Affairs Manager and wider communications team to implement and devise public affairs initiatives

## Specific duties and responsibilities

Responsible for:

- Working with the Public Affairs and Policy Manager to devise and implement public affairs strategies across England, Wales and Northern Ireland
- Taking a leading role in providing the secretariat to the Patient and Public Group
- Carrying out daily monitoring of government, Parliament, the devolved nations and other stakeholders' activity
- Support RCS England's public affairs and policy work in Wales and Northern Ireland
- Drafting and publishing our weekly Political Update, which conveys key government and health policy announcements from the week to our members
- 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
- Representing RCS England at external meetings
- Identifying opportunities for RCS England to inform and influence political and policy decisions and debates
- Communicating public affairs activity to our members as part of our wider communications engagement
- Maintaining up-to-date databases of stakeholders and politicians, and responding to inquiries from members of the public
- Other duties as and when required by the Public Affairs and Policy Manager



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### General

- The post-holder is expected to represent RCS England in a professional manner in relation to her or his responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Public Affairs and Policy Manage

**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.**

June 2024



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# Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Upper second class honours degree or higher/equivalent</li> </ul>	
<b>Experience and skills</b>	<ul style="list-style-type: none"> <li>Working in a public affairs and/or policy-related role for 6-12 months</li> <li>Working as part of a team</li> <li>Using a variety of communications channels</li> <li>Attention to detail and highly organised</li> <li>Excellent written and oral communication skills</li> <li>Able to present reasoned argument in an objective manner</li> <li>Good understanding of the workings of government, Parliament and the devolved nations</li> <li>Tact and good judgement when dealing with sensitive issues</li> <li>High standard of computer literacy</li> <li>Able to prioritise and work to tight deadlines</li> <li>Able to build relationships with stakeholders and colleagues</li> <li>Able to spot opportunities for influencing policy and political decisions</li> </ul>	<ul style="list-style-type: none"> <li>Of healthcare, science or medicine</li> <li>Of influencing policy decisions or working in parliament</li> <li>Of data and surveys</li> <li>Of media relations</li> </ul>
<b>People and interpersonal skills</b>	<ul style="list-style-type: none"> <li>Reliable and highly motivated self-starter</li> <li>Able to build productive working relationships with colleagues</li> <li>Able to work accurately under pressure</li> <li>A strong interest in healthcare policy and public affairs.</li> </ul>	



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

<p><b>Collaboration</b></p>	<p><b>We embrace our collective responsibilities working collaboratively and as one college.</b></p>
	<ul style="list-style-type: none"> <li>• We work together, using our collective expertise and experience to effect positive change</li> <li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li> <li>• 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</li> </ul>
<p><b>Respect</b></p>	<p><b>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.</b></p>
	<ul style="list-style-type: none"> <li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li> <li>• 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</li> </ul>
<p><b>Excellence</b></p>	<p><b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b></p>
	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li> </ul>

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.



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