

Job Description

Job title:	Policy & Public Affairs Manager
Directorate:	Communications & Engagement
Reporting to:	Director of Communications & Engagement
Direct Reports:	Devolved Nations Policy & Public Affairs Officer
Salary:	£41,400 to £52,671.
Hours:	37.5
Location:	Resuscitation Council UK, 60-62 Margaret Street, London W1W 8TF (hybrid)
Contract Type:	Full-time, Permanent

Main purpose of the role

We're looking for a brilliant communicator and strategic thinker, with an excellent understanding of the parliamentary and policy process. Saving lives underpins everything we do. As Policy and Public Affairs Manager at Resuscitation Council UK (RCUK) you'll be responsible for taking the voices of survivors of cardiac arrest and their families to policy makers, elected representatives, and other decision-makers in each nation of the UK.

You'll have an exceptional understanding of how to build support for legislative and public policy change in Westminster and beyond. You'll lead the development of persuasive, evidence-based, policy arguments that cement our four strategic goals. Working with the wider Communications and Engagement team you'll ensure that resuscitation continues to be seen as a priority area for decision-makers in government, the NHS and the wider stakeholder community.

The successful candidate will be proactive and high performing, using your expertise to drive real change within our resuscitation community and playing a vital part to contribute to our mission. You will come with a track record of developing effective networks and relationships with civil servants, special advisors, politicians, professional bodies and think tanks.

You will join RCUK at a crucial time as we work to improve the provision of post cardiac arrest support across the UK and increase bystander CPR rates through targeted monitoring of CPR training in schools.

Duties and responsibilities

You will have design and delivery responsibility for policy and public affairs across the UK. You will work to implement policy change by tailoring our policy recommendations to targeted influencing opportunities.

Your day-to-day work will be varied. From leading the development of evidence-based policy recommendations that improve people's chances of surviving a cardiac arrest, wherever they are, to supporting our media and campaigning activity.

The role involves cross-team working with a focus on providing support across a range of key campaigning areas. You will take the lead on report writing and blogs to effectively

communicate our initiatives to key decision makers.

You'll monitor parliamentary activity and identify opportunities to influence policy development, legislation and service provision in line with RCUK's strategic goals. You'll produce accessible and concise briefings to ensure RCUK's research is presented clearly, in a way that makes it useful to policy and decision makers at a local and national level.

You'll build new partnerships and strengthen existing relationships with likeminded organisations in line with our strategic plan, so we can broaden our reach. Supporting the Director of Communications and Engagement, you'll lead and facilitate high-level influence and interaction with the wider statutory sector across all four nations, as that's where decisions on training and commissioning are made that will have a crucial impact on RCUK's work.

The Policy and Public Affairs Manager has one direct report, which is the Policy and Public Affairs Officer for the Devolved Nations.

What we'll do for you:

We'll give you autonomy, variety and loads of opportunities to lead projects and develop your career.

This list is not exhaustive, and the role may involve other duties as reasonably requested by the organisation's management.

Other

- In addition to the duties outlined above, the role may also include any other duties reasonably requested by their line manager.
- It is a requirement of all RCUK staff to take an active participative interest in their own continuing professional development.
- This role may occasionally/very occasionally involve working outside standard hours and involve occasional weeknight/weekend work.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
• Knowledge of public policy procedures and parliamentary processes.	E
• Knowledge of the health sector.	D
EXPERIENCE	
• Experience of working in a political, policy or public affairs environment.	E
• Preparation of accessible high-quality reports on complex issues - for example policy positions, national consultations, blogs or newsletters.	E

• Experience of developing and managing relationships with stakeholders.	E
• Experience of monitoring the political landscape and identifying influencing opportunities.	E
• Experience of health inequalities, in healthcare or another sector.	D
TECHNICAL SKILLS	
• Excellent written communication skills with the ability to write professionally and tailor to different audiences e.g. letters, briefings, policy reports.	E

• The ability to communicate technical concepts to non-technical audiences and develop evidence-based positions on complex issues.	E
• Ability to establish strategic direction.	E
• Strong interpersonal skills able to build relationships, consensus and effectively influence external stakeholders.	E
• Ability to build and maintain networks and partnerships with a diverse range of people.	E
• Ability to manage multiple projects, to prioritise and deliver key outputs within agreed timelines.	E
• Ability to work both independently and as part of a team.	E
• Ability to work with a high level of accuracy and attention to detail.	E
• Flexible in approach – adapting to changing circumstances robust, resilient and confident.	E
GENERAL SKILLS AND ATTRIBUTES	E
• Excellent oral and written communication skills	E
• Commitment to, and promotion of RCUK’s vision and values	E
• Commitment to the principles of EDI and adherence to RCUK’s policies and procedures	E
• Take an active role in own CPD	E

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.