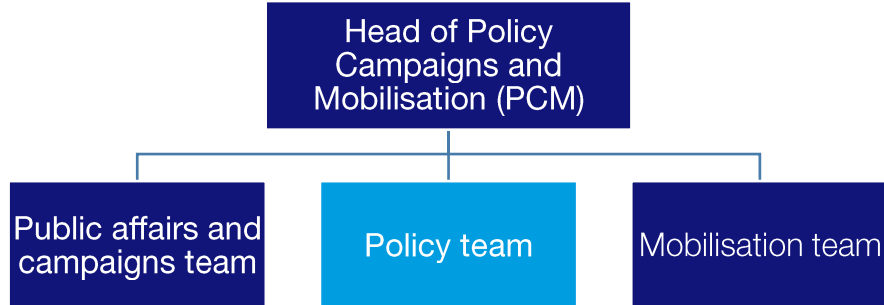
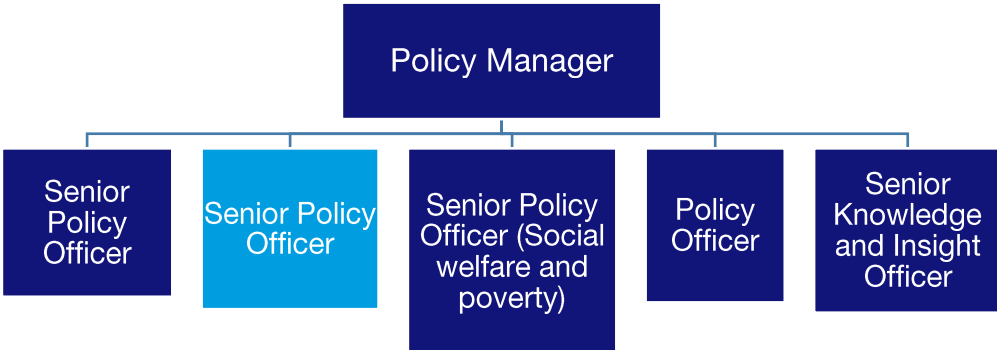


<p><b>Job Title</b> Senior Policy Officer</p>	<p><b>Directorate and team</b> This role sits in the <a href="#">Policy Campaigns and Mobilisation Team</a> in the <a href="#">Policy, Campaigns and Improvement Directorate</a></p>
<p><b>Key focus of the role</b> To lead on the development and co-ordination of policy, knowledge and insight, in order to support influencing throughout the UK in pursuit of our strategic outcomes. To conduct policy research and stakeholder involvement.</p>	 <pre> graph TD     PCM[Head of Policy Campaigns and Mobilisation (PCM)] --&gt; PAC[Public affairs and campaigns team]     PCM --&gt; PT[Policy team]     PCM --&gt; MT[Mobilisation team]         </pre>
<p><b>Key deliverables</b></p> <ul style="list-style-type: none"> <li>Policy development: to lead on the policy development for prioritised areas as agreed by the Policy Manager and Head of PCM. Initially likely to be treatment and prevention of obesity in people with diabetes and general population, mental health and stigma.</li> <li>Policy research: to investigate health and social policy issues which will impact on future health and public policy across the UK, on the charity and on people with, and at risk of, diabetes.</li> <li>Networking and stakeholder engagement: to engage with key decision makers and stakeholders carrying out policy advocacy, and to inform new policy positions for all four nations of the UK</li> <li>Communication of policy: to work proactively with teams across the organisation, and in all four nations, to ensure consistent policy messages and to inform influencing and improvement activities.</li> </ul>	<p><b>Job and reporting Line</b></p>  <pre> graph TD     PM[Policy Manager] --&gt; SPO1[Senior Policy Officer]     PM --&gt; SPO2[Senior Policy Officer]     PM --&gt; SPO3[Senior Policy Officer (Social welfare and poverty)]     PM --&gt; PO[Policy Officer]     PM --&gt; SKIO[Senior Knowledge and Insight Officer]         </pre>
<p><b>Contractual information</b></p> <ul style="list-style-type: none"> <li>Contract type: Permanent</li> <li>Hours: Full time (35 hours)</li> <li>Pay range: Band: 5</li> </ul>	
<p><b>Key working relationships internal</b> Policy, Campaigns and Mobilisation team, Care team, Customer Care Centre, regional and national teams, Strategic Outcome leads and Programme managers (including Prevention Outcome Group, Better Care Outcome Group), Research teams, Content and media teams, Council of Healthcare Professionals, Council of People with Diabetes.</p>	

**Key working relationships external**

Other health and disability organisations and alliances, UK Government agencies and departments including DHSC and Westminster parliamentarians.

All jobs at Diabetes UK are based on a 10-factor competency framework called the **What-How Framework**. We've listed the key activities you'll undertake and the skills, knowledge and behaviours you need to be successful in this role. We've summarised these using four key competency areas in each section, however once appointed, you are expected to meet the requirements of all 10 factors. We'll explain this to you during your induction period. All elements listed below are essential requirements unless shown as (desirable).

### Key activities – What you need to do

Making change happen	Improving delivery	Building external relationships	Collaborating with colleagues
<ol style="list-style-type: none"> <li>1. Lead on policy development for prioritised areas in agreement with the Policy Manager and Head of Policy, Campaigns and Mobilisation.</li> <li>2. Lead on responses to key government policies and developments for prioritised areas.</li> <li>3. Produce policy papers, briefings, Q&amp;A documents, consultation responses, good practice guides and other content.</li> <li>4. Contribute strategic policy expertise to the planning of influencing and campaign activities, within the team, Strategic Outcome Groups, across the organisation and all four nations.</li> </ol>	<ol style="list-style-type: none"> <li>5. Work proactively with teams and strategic outcome leads across the organisation to ensure consistent policy messages and to inform campaigning, influencing and improvement activities through written briefing notes, consultation responses, good practice guides etc.</li> <li>6. Undertake literature reviews and policy evaluation and contribute to the delivery of effective communications, campaigns and marketing strategies.</li> <li>7. Undertake horizon scanning to identify opportunities and threats in the policy environment across the UK.</li> <li>8. Investigate health and social care issues which will impact on future health and public policy across the UK, and on the charity and on people with, and at risk of, diabetes.</li> </ol>	<ol style="list-style-type: none"> <li>9. Network and liaise with key decision makers and stakeholders externally to carry out policy advocacy and engagement, through workshops, events and meetings including with e.g. Department of Health &amp; Social Care.</li> <li>10. Network and liaise with stakeholders externally to research and inform new policy positions, including academics, and other charities.</li> <li>11. Represent Diabetes UK on relevant external bodies, to contribute expertise, influence decisions made and gather information, in collaboration with the Policy Manager and Head of PCM.</li> <li>12. Support partnerships working, by contributing policy expertise during the proposal, planning and implementation stages.</li> </ol>	<ol style="list-style-type: none"> <li>13. Contribute to the health and social care policy agenda and influencing work within Diabetes UK, working in close collaboration with PCM team, programme managers and leads of strategy outcome steering groups, communications teams, regional and national teams.</li> <li>14. Identify opportunities for insight gathering for prioritised areas, lead on defining scope of insight work and contribute to the design and delivery of this work.</li> </ol>

**Skills, knowledge and behaviours – How you need to do it**

Communicating with colleagues	Collaborating with colleagues	Managing and developing self	Building external relationships
<ol style="list-style-type: none"> <li>1. Demonstrate ability to use insight and research to analyse and investigate complex policy issues and make clear proposals to address these.</li> <li>2. Be able to communicate policy positions to others in the context of their work.</li> </ol>	<ol style="list-style-type: none"> <li>3. Show ability to work with others to generate insight and knowledge. For example, through experience of working in a policy team or policy research role.</li> <li>4. Able to work collaboratively in a team e.g. experience of working effectively in a team</li> <li>5. Able to generate solutions to policy problems.</li> </ol>	<ol style="list-style-type: none"> <li>6. Demonstrate knowledge of health and social policy.</li> <li>7. Demonstrate good report writing skills</li> <li>8. Manage multiple projects as part of a busy workload.</li> <li>9. Be keen to learn and develop skills in an experienced team of policy and insight analysts.</li> </ol>	<ol style="list-style-type: none"> <li>10. Able to communicate positions with external stakeholders including people with diabetes.</li> <li>11. Able to work effectively with a range of external stakeholders to maintain relationships and achieve strategic outcomes.</li> <li>12. Be curious and seek views and experiences of key stakeholders, including people with diabetes.</li> </ol>

**Qualifications – Qualifications you need to carry out this role**