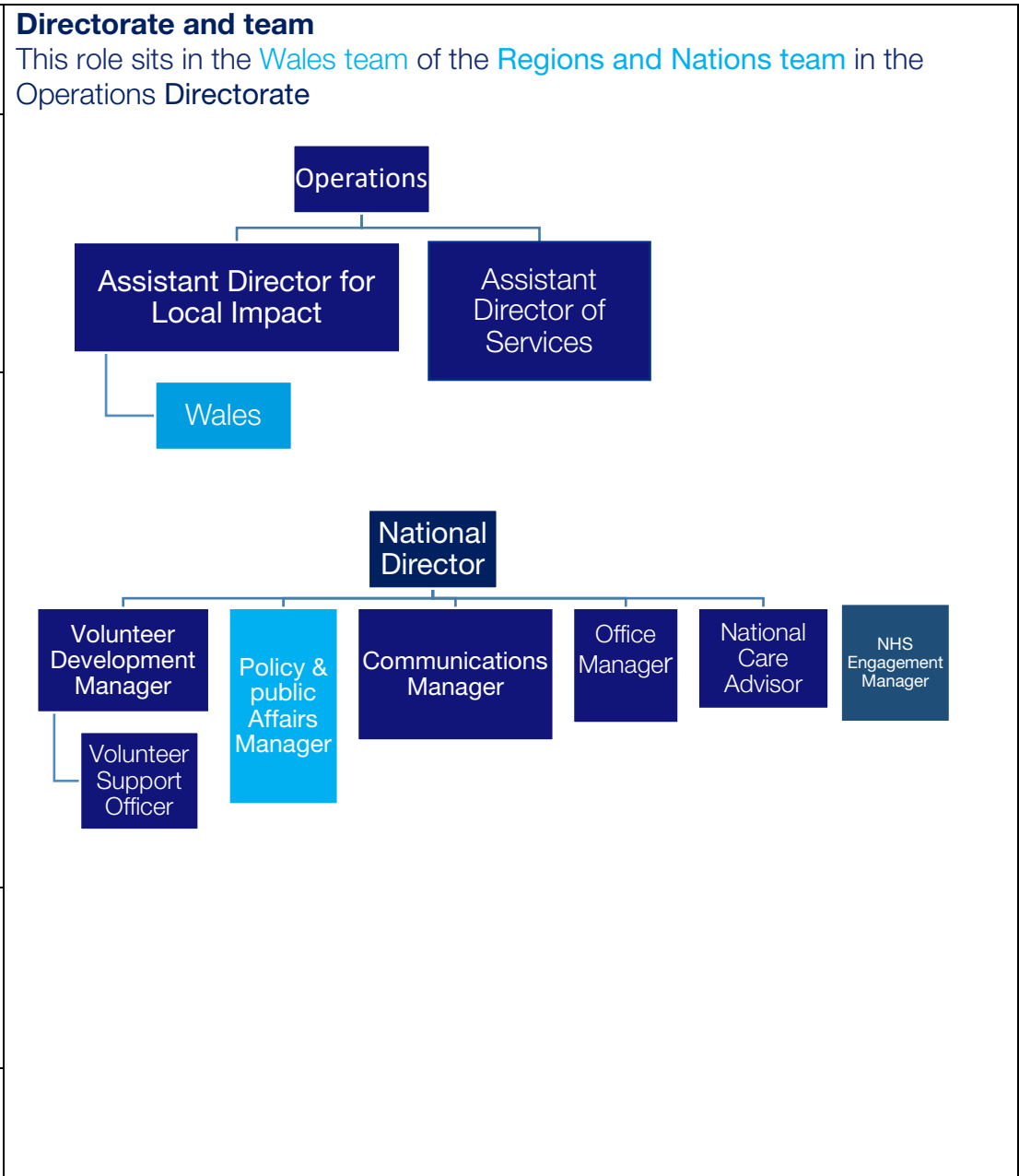


<p>Job Title Policy & Public Affairs Manager</p>
<p>Key focus of the role As policy and public affairs manager, you will play a key role in interpreting the current political and healthcare environment in order that we may have greatest traction to improve diabetes care in Wales. You will collaborate with colleagues in Wales and across the UK ensuring alignment to our organisational priorities and that our campaigns and policy positions are fit for purpose in the context of the Wales systems.</p>
<p>Key deliverables</p> <ul style="list-style-type: none"> ▪ To support the development of Diabetes UK’s policy positions and develop, design and deliver the charity’s campaigns in Wales in collaboration with colleagues from across the UK. ▪ To support the National Director to bring astute political influencing and engagement skills to work positively with parliamentarians, Welsh Government ministers, senior leaders within the NHS and key decision makers and opinion formers in Wales. ▪ To produce policy reports, documents, briefings and content of a policy nature, be able to horizon scan and review the external environment to identify issues affecting people living with diabetes and those at risk. ▪ The role will also include informed analysis of data from national data sets and our own data to produce meaningful reports based on the data available on patient outcomes in Wales.
<p>Contractual information</p> <ul style="list-style-type: none"> ▪ Contract type: Permanent ▪ Hours: Full time (35 hours) ▪ Pay range: Band: 5
<p>Key working relationships internal</p>



<p>Wales Team; other National and Regional Office teams; Policy, Campaigns and Improvement Directorate; other staff as appropriate. Diabetes UK Trustees, Welsh Advisory Council and volunteers.</p>	
<p>Key working relationships external Senior civil servants, ministers and politicians, Senior players in the health service, Media, other voluntary organisations, partner organisations, people living with diabetes.</p>	

All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Key activities – What you need to do

Communicating with others	Making Change Happen	Improving delivery	Building External Relationships
<p>1. Collaborate with central campaigns team and Wales team to develop, design and deliver the charity's campaigns ensuring they are fit for purpose in Wales (S)</p> <p>2. To keep sight of the policy context and future direction of diabetes care and feedback intelligence to the National Director and Central teams on a regular basis (through structured processes and mechanisms). (S)</p> <p>3. Deliver the secretariat to the Welsh Parliament's Cross Party Group on Diabetes, Obesity Alliance Cymru and other professional bodies.</p> <p>4. Produce policy reports, documents, briefings and content of a policy nature, to support the improved diabetes care in Wales.</p>	<p>5. Work with MSs and civil servants to ensure that diabetes and Diabetes UK have a high profile within the Senedd and the Welsh Government. (S)</p> <p>6. Select and respond to relevant Welsh Parliament / Welsh Government policy documents and consultations in line with Diabetes UK's policy priorities.</p> <p>7. Undertake informed analysis of data from national data sets and our own data collection channels and produce meaningful reports based on the data available on patient outcomes in Wales. (S)</p> <p>8. Horizon scan and review the external environment to identify issues affecting people living with diabetes and those at risk.</p>	<p>9. Develop in collaboration with the National Care Advisor and NHS Engagement manager, the strategy for engaging with local HCPs and their representative organisations so that we support, educate and challenge HCPs to deliver high quality care for people living with diabetes.</p> <p>10. Together with the relevant central teams, to develop Diabetes UK policies that are appropriate to Wales, and to ensure that Diabetes UK policy positions are sensitive to the specific needs of Wales.</p> <p>11. To monitor and evaluate progress of diabetes plans and pathways in NHS Wales and develop effective relationships that promote the role of Diabetes UK in Wales.</p>	<p>12. Support the National Director to bring astute political influencing and engagement skills to work positively with parliamentarians, government Ministers, senior leaders within the NHS and key decision makers and opinion leaders in Wales.</p> <p>13. Network and liaise with key decision makers and stakeholders, including attendance at strategic diabetes meetings.</p> <p>14. Represent the National Office in Wales at relevant internal and external meetings and committees as agreed with the National Director.</p> <p>15. Act as a media spokesperson where required, and supporting the Communications Manager for Wales.</p>

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

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Communicating with others	Making Change Happen	Improving Delivery	Building external relationships
<p>1. Manage projects including monitoring and evaluating progress and outcomes, organising and managing a complex workload and prioritising work in a pressured environment</p> <p>2. Analyse and develop policy positions for the charity and influence the policy development process of external agencies such as the NHS, Welsh Parliament etc.</p> <p>3. Commit to Diabetes UK's equal opportunities policy and to ensuring the people engaged in our work represent the diversity of people living with diabetes in Wales</p>	<p>4. Analyse information and be able to write high quality submissions and briefing documents for internal and external audiences</p> <p>5. Analyse situations thoroughly and creatively, demonstrating a wide range of thinking and good judgement with the ability to help teams in decision making</p> <p>6. Influence others to get things done and inform decisions being made elsewhere, internally, and externally</p> <p>7. Experience of building productive relationships and able to communicate in a compelling way with a wide range of people, demonstrating strong personal credibility and excellent interpersonal skills (S)</p>	<p>8. Knowledgeable of NHS systems and structures in Wales, how they work in reality and the policy drivers that affect them</p> <p>9. Proven experience of working in an influencing or campaigning role</p> <p>10. Experience in change management systems delivered at a local or national level</p> <p>11. Have an understanding of care improvement and mechanisms by which to drive such improvement in complex systems</p>	<p>12. Demonstrate a proven track record of successful partnership working across an organisation and with volunteers and other stakeholders. (S)</p> <p>13. Build and developing local campaigning and influencing capacity, using a variety of campaign tools and methods to engage and motivate people in grassroots campaigning and influencing activities</p> <p>14. Manage and develop relationships with key national stakeholders e.g., parliament, government, health boards and other national agencies, management of cross-party group activity etc</p>

Qualifications – Qualifications you need to carry out this role

Willing to work some evenings and weekends
 Willing to travel both in Wales frequently and across the UK from time to time
 A Welsh speaker (desirable)

