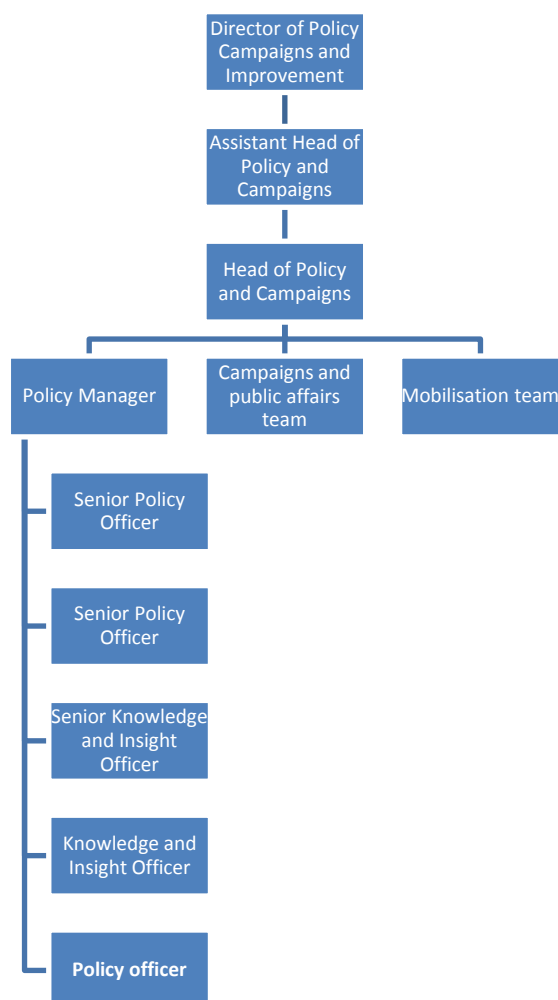


Job Title: Policy Officer

|                      |                                    |
|----------------------|------------------------------------|
| <b>DIRECTORATE:</b>  | Policy, Campaigns and Improvement  |
| <b>SECTION:</b>      | Policy, Campaigns and Mobilisation |
| <b>REPORTING TO:</b> | Policy Manager                     |
| <b>CONTRACT:</b>     | Full time / Permanent              |



#### WORKING RELATIONSHIPS:

|  |
|--|
| <b>Inside Diabetes UK</b>  |
| Policy, campaigns and mobilisation team, Care team and wider PCI directorate, Customer Care Centre, Regional and national teams, Council of People with Diabetes (CPD), Council of Health Care Professionals (CHP).              |
| <b>Outside Diabetes UK</b>   |
| Key stakeholders and collaborators including; healthcare professionals and managers, other health charities, NICE, professional associations, royal colleges, parliamentarians, government agencies and other external contacts. |

## OVERALL PURPOSE OF THE JOB

To support the development and co-ordination of policy, knowledge and insight, in order to inform and influence others inside and outside Diabetes UK, through policy research, stakeholder involvement, networking and horizon scanning.

## MAIN DUTIES AND RESPONSIBILITIES:

### Policy development

1. To support the policy development for prioritised areas in agreement with the Policy Manager and Head of Policy, Campaigns and Mobilisation
2. To coordinate responses to key government health, public health, social care and equality policy consultations
3. To be responsible for coordinating responses to policy consultations, production of policy papers, briefings and publications and positions electronically and through workshops, events and meetings including NICE, Department of Health and Social Care, DVLA, NHS England, APPG for example, and for keeping a register of consultations.
4. To coordinate responses to internal and external policy enquiries.

### Policy research and horizon scanning

5. To undertake horizon scanning to identify opportunities and threats in the policy environment.
6. To investigate health and social care issues which will impact on future health and public policy, Diabetes UK and people with diabetes
7. To undertake literature reviews and policy evaluation and contribute to the delivery of effective communications, campaigns and marketing strategies

### Networking and stakeholder engagement

8. To network and liaise with key decision makers and stakeholders externally to carry out policy advocacy and engagement
9. Represent Diabetes UK on relevant external bodies, in order to gather information and influence decisions made, in collaboration with the Policy Manager and Head of Policy, Campaigns and Mobilisation

### Policy support and promotion

10. To work with teams across the directorate, and in other directorates, to ensure consistent policy messages and inform campaigning, influencing and improvement activities through written briefing notes, consultation responses, Q&As, good practice guides etc.
11. To advise on and promote opportunities for people with diabetes to present their views across government and to help identify people to take up these opportunities
12. To respond to queries regarding local and national health care delivery problems and issues as required.

## OTHER DUTIES

- To work with the whole team to lead the way in how Diabetes UK designs, collects and manages information concerning local diabetes care delivery.
- Attend internal and external meetings as appropriate.
- Carry out administrative work required for the job.
- To understand and commit to Diabetes UK's equal opportunities policy.
- To contribute to the overall strategy of Diabetes UK and the Policy, Campaigns and Mobilisation Team.
- To undertake any other duties which may be applicable to the post.

## PERSON SPECIFICATION:

The best person for this job will be able to:

- Demonstrate broad knowledge of health and social policy and public health issues
- Demonstrate excellent organisational, presentation and report writing skills
- Communicate clearly both in writing and verbally to internal and external stakeholders including health care professionals and people with diabetes.
- Demonstrate project management skills
- Generate insight and knowledge
- Work under own initiative, under pressure and to tight deadlines.

The best person for this job will have experience in:

- Working in a policy, information, research or project management role, in a similar organisation – for instance a charity or NHS / care organisation, government agency or professional body
- Writing reports, website copy and other policy communications for lay and professional audiences.

The best person for this job will be:

- Keen to learn and develop their skills in an experienced team of policy and clinical advisers.
- Prepared to work effectively with a range of internal and external stakeholders to maintain relationships and achieve outcomes
- Used to working in a team and prepared to share essential tasks to support the smooth running of the team.
- Curious about the health system and how it can be improved for people with diabetes.
- A creative thinker who can propose solutions to policy problems.