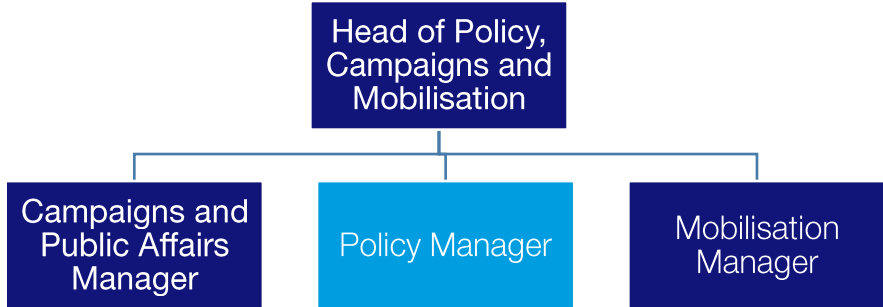
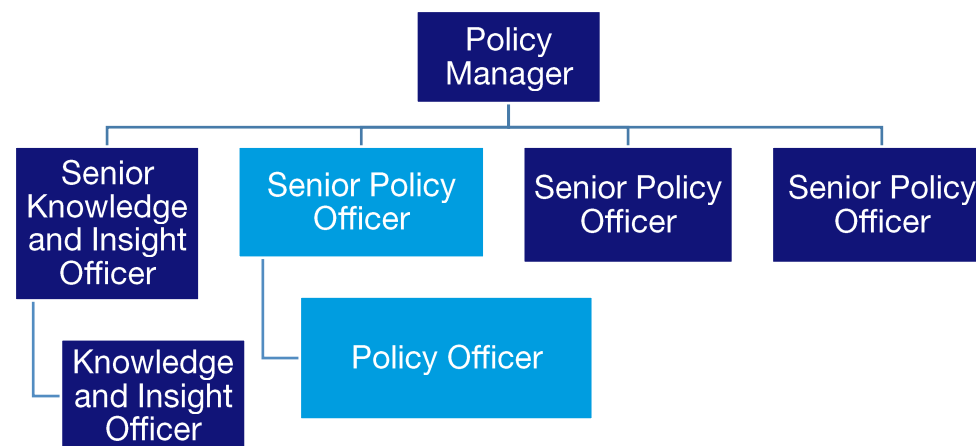


<p><b>Job Title</b> Policy Officer</p>	<p><b>Directorate and team</b> This role sits in the <a href="#">Policy Campaigns and Mobilisation</a> Team in the <a href="#">Policy, Campaigns, and Improvement</a> Directorate</p>
<p><b>Key focus of the role</b> The Policy Officer provides support to the policy team by coordinating responses to consultations, supporting the production and promotion of policy positions and briefings, and responding to policy inquiries. There is also opportunity to develop expertise in a specific policy area and to build internal and external relationships with key stakeholders to support policy influencing.</p>	<p><b>Policy, Campaigns and Mobilisation</b></p>  <pre> graph TD     A[Head of Policy, Campaigns and Mobilisation] --- B[Campaigns and Public Affairs Manager]     A --- C[Policy Manager]     A --- D[Mobilisation Manager] </pre>
<p><b>Key deliverables</b></p> <ul style="list-style-type: none"> <li>Coordinate responses to consultations and keep a register of consultation responses</li> <li>Respond to internal and external policy inquiries</li> <li>Network and liaise with decision makers and stakeholders externally to carry out policy advocacy and engagement</li> <li>Support the policy team to develop and communicate policy positions.</li> </ul>	
<p><b>Contractual information</b></p> <ul style="list-style-type: none"> <li>Contract type: Permanent</li> <li>Hours: 35</li> <li>Pay range: Band 6</li> </ul>	
<p><b>Key working relationships internal</b> Policy, campaigns and mobilisation team, Care team and other teams in PCI directorate, Type 1 team, Customer Care Centre, Regional and national teams, Council of People with Diabetes (CPD), Council of Health Care Professionals (CHP).</p>	

### Key working relationships external

Key stakeholders and collaborators including; healthcare professionals and managers, other health charities, NICE, professional associations, royal colleges, parliamentarians, government agencies and other external contacts.

### Job and reporting Line



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

Making change happen	Communicating with others	Collaborating with colleagues	Building external relationships
<ol style="list-style-type: none"> <li>1. Coordinate responses to key government, health, public health, and social justice policy consultations (S)</li> <li>2. Conduct literature reviews and policy evaluation to support the development of policy positions (S)</li> <li>3. Support the policy development for prioritised areas in agreement with the Policy Manager and Head of Policy, Campaigns and Mobilisation.</li> </ol>	<ol style="list-style-type: none"> <li>4. Respond to internal and external policy enquiries (S).</li> </ol>	<ol style="list-style-type: none"> <li>5. Work with teams across the organisation, to ensure consistent policy messages and inform campaigning, influencing and improvement activities through written briefing notes, consultation responses, Q&amp;As, good practice guides etc. (S)</li> <li>6. Conduct horizon scanning to identify opportunities and threats in the policy environment and highlight these with colleagues.</li> </ol>	<ol style="list-style-type: none"> <li>7. Work with 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.</li> <li>8. Work with Health Condition in Schools Alliance to ensure consistent policy messages and effective influencing.</li> </ol>

**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.

Managing and developing self	Communicating with others	Collaborating with colleagues	Building external relationships
<ol style="list-style-type: none"> <li>1. Seek out opportunities to develop knowledge and skills</li> <li>2. Appetite to develop expert knowledge in particular policy areas.</li> </ol>	<ol style="list-style-type: none"> <li>3. Experience of communicating policy positions clearly verbally and in writing / through digital formats (S)</li> <li>4. Able to communicate with a range of audiences, including health care professionals and people with diabetes (S).</li> </ol>	<ol style="list-style-type: none"> <li>5. Experience of working in a team</li> <li>6. Able to work jointly on projects with others.</li> </ol>	<ol style="list-style-type: none"> <li>7. Able to learn from external networks in order to contribute to policy positions</li> <li>8. Able to confidently and credibly represent Diabetes UK positions in order to influence others appropriately.</li> </ol>

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

N/A