



Royal College of Anaesthetists

Policy and Public Affairs Assistant

Directorate: Clinical Quality and Research

Reports to: Head of Policy and Public Affairs

Band: B

1.1 Job purpose

The Policy and Public Affairs Assistant plays an important role in supporting the policy and influencing work of the RCoA and the Centre for Perioperative Care (CPOC).

This role supports the Policy and Public Affairs Team by collating and conducting research, helping to forge it into credible policy proposals, and influencing Government and other stakeholders to implement it – as well as providing general administrative support to the team.

Internally, this role works alongside other teams within the College. Externally, this role may liaise with a wide range of stakeholders, such as other Royal Colleges, national and local NHS bodies, MPs, Ministers and Civil Servants in relevant Government departments.

1.2 Key tasks and responsibilities

Policy, Research and Influencing

- Provide input into the development and production of policy work for the College / CPOC, under the direction and supervision of the Head of Policy and Public Affairs
- Collate and help analyse existing qualitative and quantitative research to help generate policy proposals and facilitate their implementation
- Assist with designing and conducting new research, such as survey work or interviews, in support of policy and influencing work
- Prepare and draft reports, or sections thereof, to support the College's policy development and influencing work
- Prepare and draft responses to consultations and reports relevant to the work of CPOC and the College, ensuring responses are evidence-based and in line with on-going policy work and strategy
- Assist the Head of Policy and Public Affairs and Policy Officer to devise and implement influencing plans directed towards politicians, the NHS or relevant stakeholders
- Engage with and support the role of relevant internal boards and committees, providing reports, updates, papers and information for meetings and reports
- Represent the Policy and Public Affairs Team on the College's board of at least one of the devolved nations in the UK, providing updates to board members and fielding questions, either remotely or in person
- Work closely with the Marketing and Communications Team to support the College's communications work, such as by regular liaison and briefing, helping draft press releases and writing blogs
- 'Horizon scan' the policy and research environments for major developments relevant to the anaesthetic workforce and/or perioperative care
- Write effective and impactful briefings for meetings, events and engagements including those with external stakeholders, coordinating the process of drawing up such briefings by liaising with the President, Vice Presidents, Chief Executive and other senior members of the College / CPOC's Team

- Work closely with cross-departmental colleagues to ensure that policy influencing work is closely integrated with and actively supports, other team activities and organisational objectives and priorities – and key external partners
- Support the College / CPOC's efforts to raise new funds

Membership Engagement

- Assist the Head of Policy and Public Affairs and Policy Officer to ensure that our policy and influencing work speaks to members' needs
- Help ensure that members are engaged with and have a sense of ownership over our policy and influencing work

Relationship Management / Customer Service Management

- Support the Head of Policy and Public Affairs and Policy Officer in delivering the team's wider priorities and enhancing its reputation among the College's membership, external and internal stakeholders and fostering a positive culture
- Engage in cross-departmental and cross-organisational collaborative working
- Manage the College / CPOC's stakeholder tracker and assist with engagement activities, helping to build and manage external networks that positively enhance our profile and reputation, and deliver impact, including with Ministers, Senior Civil Servants, Parliamentarians, thinktanks, arms-length bodies, partners and alliances

Other Duties

- Provide general administrative support to the Policy and Public Affairs Team
- Undertake any other reasonable activities as requested by the Head of Policy and Public Affairs, relevant Director or Chief Executive and deputise for Policy and Public Affairs Team members, where appropriate and required
- Adhere to relevant legal and statutory requirements including around Data Protection, consistently model the College's values and actively manage your own personal development

1.3 Qualifications, skills, knowledge and experience

- Good understanding of quantitative and/or qualitative research methods and how they might apply to policy
- Good understanding of factors that go into making credible policy proposals that produce meaningful impact
- Strong interpersonal skills and an ability to work with a diverse range of internal and external stakeholders
- Understanding of influencing techniques and how to use research for influencing purposes
- Understanding of and ability to work in, a membership organisation, including working closely with and understanding the needs of a broad range of members, working innovatively and collaboratively to engage them in policy work
- Understanding of current UK health policy and the health policy environment – including relevant Government proposals, legislation and regulatory context
- Well organised, dedicated and able to work calmly in a dynamic environment with competing priorities
- Educated to degree level, or equivalent experience

Desirable:

- Experience of paid or voluntary work in a policy, public affairs, political influencing or campaigns environment
- Experience of working with alliances and networks
- Experience in the health or social care sector
- Relevant postgraduate qualification / training

Signature:

Name:

Date: