**Role: Policy and Public Affairs Assistant**

**Salary: £33,426 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type: Permanent, Full Time (35 hours)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter

to Leanne Timon at [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk) by **Wednesday 31st July 2024.**

**About You**

We’re looking for a new member of our small but dynamic policy team. In this role you will help us develop credible, evidence-based proposals, and helps us persuade government and the NHS to adopt those proposals.

You will need an understanding of both quantitative and qualitative research and how they can be used to develop good policy. You will also need a good insight into how to influence politicians and policymakers to adopt the policies we propose. This should be underpinned by a good understanding of current UK health policy and health policy environment.

This post is ideal for someone looking to start a career in policy. While prior experience of working in policy would be useful, it is not necessary, and on the job training will be provided. We are primarily recruiting on potential, including insight, intelligence, dedication, good organisational and interpersonal skills, eagerness to learn, and an ability to work calmly in a dynamic environment with competing priorities.

**What we want to achieve**

One of our key priorities involves boosting the anaesthetic workforce. Most operations require an anaesthetist to take place, but the UK is facing a huge shortage. We are hence determined to persuade the Government to fund more anaesthetic training places.

We also host the Centre for Perioperative Care (CPOC), which aims to optimise the surgical pathway. For example, many operations must be cancelled because people arrive in hospital in a state too unhealthy to undergo surgery. Through CPOC we advocate policies such as ‘prehabilitation’ to help patients improve their health in advance.

**About the Role**

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.

Duties include, but are not limited to:

* 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.
* 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.
* Assist the Head of Policy and Public Affairs and Policy Officer to ensure that our policy and influencing work speaks to members’ needs.
* 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.
* Provide general administrative support to the Policy and Public Affairs Team.

**The Package**

This is a full-time, permanent position with a competitive employee benefits package, which includes (but is not limited to):

* 26 days of annual leave, plus bank holiday
* Healthcare support through Benenden Health
* Up to 12% pension contribution
* Hybrid and flexible working (40% of working time must be spent in the office)
* Wellbeing hour once a week
* Cycle to work and employee discounts schemes
* Training and development opportunities
* Access to Mental Health First Aiders and Employee Assistance Programmes

**About the College**

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date. Please note that the closing date is subject to change.

If you have any questions or would like more information about this opportunity, please contact: [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk)