

Job description

Job title:	Senior Policy Officer
Grade:	3a
Department:	Communications
Accountable to:	Policy Manager

Job summary

The Senior Policy Officer helps develop and deliver the Royal College of Surgeons of England's policy analysis and solutions on priority issues affecting surgery and dental surgery in the UK and globally. Working closely with clinicians and colleagues across the organisation, the postholder will lead discrete policy areas or projects, monitoring policy developments and producing high-quality, evidence-based analysis and clear, practical solutions.

The Senior Policy Officer will work at pace to identify emerging issues, undertake robust analysis, and produce timely briefings and insights that can be used to solve policy problems, influence policymakers, health bodies including the NHS, regulators and other decision-makers. They will work closely with colleagues across the organisation, and especially the press and campaigns team, to ensure policy work supports influencing activity and delivers real-world impact.

Specific duties and responsibilities

Policy Development and Solutions

- Develop policy analysis and solutions within agreed priority areas, such as workforce and training, elective recovery, workforce diversity and equality, or global surgery.
- Conduct robust policy analysis, drawing on data, evidence, clinical insight and stakeholder expertise.
- Produce high-quality policy outputs, including rapid briefings, root-cause analyses and policy statements.
- Contribute to horizon scanning by monitoring developments in policy, regulation, healthcare delivery and surgery, identifying emerging risks and opportunities.
- Ensure policy outputs meet agreed quality standards and governance processes. Conduct robust policy analysis, drawing on data, evidence, clinical insight and stakeholder expertise.



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Influencing and External Engagement

- Build and maintain effective working relationships with government departments, regulators, healthcare organisations, professional bodies and other stakeholders.
- Support the organisation and its spokespeople in policy discussions, forums, consultations and stakeholder meetings, as appropriate.
- Draft policy positions and recommendations with influence in mind - clear priorities, practical recommendations, and alignment with organisational strategy.
- Respond at pace to political, regulatory or clinical developments, producing timely analysis and advice.
- Draft and support member-facing communications explaining the relevance of policy developments to clinical practice.

Cross-Organisation Collaboration

- Work closely with colleagues across the Policy and Standards team to ensure a coherent and impactful policy approach.
- Collaborate with the Campaigns and Press team to ensure policy insight informs influencing, media and public affairs activity.
- Provide policy advice, briefings and analysis to senior leaders, clinicians, committees and spokespeople.

Contribute to team effectiveness

- Support planning, reporting and evaluation across the policy function.
- Contribute to peer review, knowledge-sharing and continuous improvement of policy methods and outputs.
- Support the commissioning and management of external research or analysis where required.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

July 2026



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Person specification

	Essential	Desirable
Qualifications	Degree or equivalent experience in public policy, health policy, economics, data science, social sciences, or a related field.	Postgraduate qualification in public policy, public health, health economics, statistics, or related discipline.
Experience and skills	- Experience developing policy in a health, governmental, regulatory, or professional context. - Demonstrated ability to analyse complex evidence, data and expert opinion and translate it into clear, actionable policy recommendations. - Experience contributing to policy outputs that influence decision-makers. - Some experience working with government departments, healthcare stakeholders or regulatory bodies. - Strong drafting skills, with experience producing clear policy documents and briefings for senior or specialist audiences.	Ability to analyse and influence international health policy.
Technical competencies	- Understanding of policy development methods, including evidence review, consultation processes and horizon scanning. - Understanding of UK health policy. - Ability to interpret and apply data, research and analytical	Technical understanding of data analysis tools and methods.



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	insight to policy development. • Strong written communication skills, including the ability to produce rapid-response analysis.	
People and interpersonal skills	• Good collaboration skills and the ability to work effectively with clinicians, colleagues and external stakeholders. • Ability to communicate complex issues clearly and persuasively. • Sound judgement and discretion when handling sensitive or high-profile issues. • Ability to work at pace, manage competing priorities and respond to emerging developments.	



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The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college. • We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs. • We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement. • We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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