

JOB DESCRIPTION

POST:	Policy and Public Affairs Adviser
GRADE:	3b
DEPARTMENT:	External Affairs
RESPONSIBLE FOR:	n/a
RESPONSIBLE TO:	Policy and Public Affairs Manager

JOB SUMMARY

This role works with the Policy and Public Affairs Manager on the Faculty of Dental Surgery's (FDS) policy and public affairs activities and related Royal College of Surgeons' issues, working closely with the FDS Dean and Registrar. This role covers the Faculty and College's remit in England.

SPECIFIC DUTIES AND RESPONSIBILITIES

1 Policy

Responsible for:

- Developing and implementing the Faculty's policy work. Drafting policy reports, consultation responses, position statements, and briefings.
- Designing and organising, roundtable events where they form part of a policy project.
- Understanding the views and experiences of Faculty members, including through the development of membership surveys, to represent them in policy work.
- Providing policy advice, support and briefing to key internal senior stakeholders including the Dean of the Faculty, Board members and senior management of the Faculty and College.
- Providing guidance and information, both internally and externally, on matters of policy.
- Ensuring the relevant policy related aspects of the website remain up to date and reflect current views.
- Representing the College at conferences and seminars as required.
- Managing correspondence concerning policy matters.

2 Public affairs

Responsible for:

- Developing and implementing the Faculty's public affairs strategy.

- Leading on drafting approach letters to MPs, peers and stakeholders.
- Leading on drafting briefings for the Dean ahead of meetings with internal and external stakeholders.
- Supporting the Faculty's relationships with key stakeholders including NHS England, Public Health England, British Dental Association, Ministers, and relevant politicians.
- Managing the daily monitoring of Parliament, stakeholders, and other health policy developments, analysing developments and updating colleagues on issues relevant to the role.
- Identifying opportunities for the Faculty to inform and influence political and policy decisions and debates.
- Working with the policy, public affairs and media team to assess and meet the information needs of key external audiences and stakeholders, including contacts within the DHSC, NHS and healthcare related bodies.
- Administrative responsibilities such as maintaining up-to-date databases of stakeholders and politicians, and responding to inquiries from members of the public.

3 Strategic

Responsible for:

- Delivering the Faculty's relevant strategic objectives and assisting in the annual business planning cycle.
- Maintaining excellent communications with colleagues across the College to build a policy and public affairs profile for the Faculty.
- Horizon scanning to help shape the Faculty's policy and public affairs planning.

General

- Working closely with the press team to support the Faculty's media work.
- Working with the membership and marketing team to support the Faculty's membership communications, including drafting articles for the Faculty Dental Journal (FDJ), e-newsletter and other membership publications.
- Attending FDS Board meetings and providing oral communications updates with the support of the Policy and Public Affairs Manager where necessary.
- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
- Undertaking such duties appropriate to the grade, as required by the Policy and Public Affairs Manager.

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.

The Royal College of Surgeons of England is an Equal Opportunities Employer.

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.

PERSON SPECIFICATION

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All of the following are essential unless otherwise stated.

Experience and Skills

- Experience in public affairs and good understanding of the workings of Parliament/Government and the NHS/health sector
- Experience in policy development at a national level and good understanding of the policy development process.
- Experience in the production of draft reports and responses, including to Government and senior civil servants.
- Ability to analyse and summarise statistics and data, to identify interesting trends or developments that inform policy, with strong attention to detail
- Persuasive and fluent writer
- Ability to prioritise effectively and deliver work to tight deadlines.
- Degree educated (desirable)
- Good knowledge of health policy issues and an understanding of how broader reforms may impact on dentistry (desirable).
- Experience of working with committees (desirable).
- Proven project management and analytical skills (desirable).

Interpersonal skills

- Ability to build collaborative professional relationships and good rapport with senior stakeholders, partners and colleagues.
- Political sensitivity to recognise the consequences of sensitive policy issues.
- Strong oral communication skills - able to explain the rationale behind advice and build wider support for initiatives.

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

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

Why?

Working collaboratively create an environment that is conducive to improved productivity, trust and relationships. Teams that have the biggest impact are those where members take responsibility, celebrate success when things go well and take ownership when they don't.

Respect – We value every person we come into contact with at the College as an individual, we 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 everyone, and make everyone feel a valued part of the team

Why?

Knowledge multiplies among people who are able to learn from their differences. Evidence suggests that diverse organisations perform better and innovate quicker.

Excellence – We aspire to excellence and success. We share learning from our experience 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 that 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, and basing our decisions on insights, fact and experience

Why?

Transparency and agile working drives excellence and improvement. Motivated by the desire to serve and be the best in our field, we will deliver on our commitments through rapid testing, innovation and future-focused leadership.

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to

provide evidence of the required qualifications will result in the offer of employment being withdrawn.

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 race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability

4 November 2021