

JOB DESCRIPTION

Job Title:	Public Affairs Officer
Reports To:	Senior Public Affairs Officer
Location:	London
Grade:	E: £20,000 - £21,000 (+ £4000 London weighting) Pro rata.
Hours:	22 hours per week (0.6 FTE)
Date Prepared:	February 2017

PURPOSE

The post holder will help support delivery of the NHS Confederation's public affairs function. The function will provide public affairs support to both the Chief Executive's Office (CEO) and the networked organisations.

This will involve building both strong working relationships internally, and supporting the organisation to develop the right relationships externally to enable the NHS Confederation Group to influence key decision makers.

The postholder will support colleagues across the NHS Confederation by providing monitoring, advice and support to the CEO and networked organisations. Working within the team, this role will help develop and implementation our influencing strategy and campaigns.

NATURE & SCOPE Including Dimensions

The post sits in the newly created External Communications Team and will provide support to the CEO and the networked organisations.

The post holder will report to the Senior Public Affairs Officer, working both independently and as part of the wider team.

The post holder will work with colleagues across the NHS Confederation to deliver the public affairs function. They will develop strong working relationships with colleagues across the networked organisations, CEO office team and external affairs directorate to ensure that we maximise our influence and impact.

The post holder will also work on a regular basis with stakeholders in member organisations, and other external governmental, commercial, and voluntary sector bodies, establishing new contacts and building on existing relationships to ensure that the organisation has real influence and impact.

The post holder will help support public affairs activities, campaigns and influencing for, and in partnership with colleagues across the networked organisations.

As part of the public affairs team, the post holder will help develop creative and innovate ways to raise the profile of the NHS Confederation with a parliamentary and political audience, key stakeholders and opinion formers.

The post holder will help brief senior colleagues and support regular contact with ministers and parliamentarian's offices as well as other key health stakeholders.

They will support the delivery of bespoke services to the network organisations including monitoring, intelligence gathering and contact programmes as required.

The role is a one-year, fixed term contract, with the opportunity to extend.

Responsibilities

Delivering the influencing and engagement objectives of the NHS Confederation

This will include:

- Supporting the development and delivery of our overall stakeholder engagement strategy and leading on direct contact with stakeholders.
 - Providing timely expertise and support to the CEO and networked organisations.
 - Working closely with other colleagues in the CEO's Office to ensure our influencing work is based on research and intelligence.
 - Providing briefings for senior NHS Confederation colleagues.
 - Arranging and administering public affairs events e.g. roundtable discussions, seminars to assist with the development of key external relationships and to support and promote policy initiatives.
 - Identify priorities with line manager and other senior colleagues and organise own workload
 - Developing and maintain positive working relationships with relevant partner organisations and a network of senior key external contacts to ensure the provision of sound advice to the organisation.
 - Keep member and stakeholder data up-to-date by using the CRM to record and utilise contacts and detailed business intelligence.
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KNOWLEDGE, SKILLS AND EXPERIENCE

Including Career Path to role (how did you get there?)

- The post holder will be educated to degree level or equivalent and have experience of working in a public affairs, external communications, campaigns or parliamentary environment.
 - They will have excellent written and oral communications skills and knowledge of public affairs and campaigning.
 - They will also have well-developed interpersonal and influencing skills in order to build good working relationships and communicate our messages effectively.
 - Strong organisational skills are essential and the post holder will be expected to proactively coordinate activity, manage competing demands, use their judgement to prioritise tasks and work independently.
 - Ideally, the post holder will have knowledge of major health policy issues.
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SAFETY

Health and Safety at Work Act

The post-holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts and to promote/ maintain health and safety measures.

PERSON SPECIFICATION

Job Title: Public Affairs Officer

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	DEMONSTRATED BY
Experience	<ul style="list-style-type: none"> • Experience of team working. 	<ul style="list-style-type: none"> • Experience of working in a member organisation 	<ul style="list-style-type: none"> • Application, interview. References
Knowledge (for example: of the sector, industry, topic area – include educational and vocational qualifications)	<ul style="list-style-type: none"> • Basic knowledge and understanding of UK parliamentary and Government processes. • Basic understanding of local government. • Educated to undergraduate degree level or equivalent. 	<ul style="list-style-type: none"> • Some knowledge of or experience working in a health service or other public policy-related environment. 	<ul style="list-style-type: none"> • Application, interview
Skills (for example: written, presentation, IT)	<ul style="list-style-type: none"> • Excellent interpersonal skills and confidence, including when dealing with very senior individuals. • Excellent organisational skills with a strong attention to detail 		<ul style="list-style-type: none"> • Application, interview • Test

	<ul style="list-style-type: none"> • Ability to work on own, as well as part of a team. • Experience of working under pressure and meeting deadlines. • Flexible and able to reorganise and reprioritise work at short notice, using own judgement and initiative. • Excellent computer skills (including MS Word, Outlook and Excel) • A demonstrable interest in health policy. 		
Other information	<ul style="list-style-type: none"> • Willing and able to work flexibly 		Application