

## Job Description

<b>Job Title:</b>	Head of Policy and Public Affairs
<b>Reports to:</b>	Policy and Communications Director
<b>Line reports:</b>	Senior Policy and Research Adviser, Policy and Public Affairs Adviser, Policy and Public Affairs Executive
<b>Contract:</b>	Permanent
<b>Hours of work:</b>	Full time (35 hours/week); we have the option of working a 9-day fortnight available.
<b>Location:</b>	Hybrid working available with approx. 2 days a week in our Central London office
<b>Salary:</b>	£47,000 per annum

The Head of Policy and Public Affairs is a key role at the Royal Society for Public Health (RSPH), leading our policy, research and public affairs engagement so that we maximise our ability to reduce health inequalities, support the wider public health workforce and make public health everyone's responsibility.

As the world's oldest public health agency and the UK's leading specialist provider of public health qualifications, the Royal Society for Public Health is uniquely placed to make a difference. With health and social care services under increasing pressure, healthy life expectancy stalling, inequalities increasing and more people than ever leaving the workforce due to ill-health, our remit couldn't be more important.

As our Head of Policy and Public Affairs you will be at the forefront of our work to ensure public health is high on the political agenda. You will lead work to ensure we have a strong evidence base; compelling policy asks and the right relationships to enable us to shape and respond to the external environment. This is an exciting role which will suit someone who is politically astute, experienced in policy influencing, comfortable managing a small team and with an understanding of and passion for public health.

### **Key Responsibilities**

- Manage the development and delivery of RSPH's Policy and Public Affairs Strategy.
- Working closely with the Director of Policy and Communications and other key colleagues, develop RSPH's policy positions in key and emerging areas, liaising with experts in the field to critically assess the organisation's position and the impact that can be delivered to support the public's health.
- Provide oversight of our policy research programmes and portfolio, giving guidance and input as required.
- Oversee and write a range of written outputs including briefing papers, reports, policy papers and consultation responses.
- Work with the Director of Policy and Communications and the wider team on income generating activity, including funding bids, sponsorship, and corporate partnership development.

- Build and maintain relationships with a range of external stakeholders to support RSPH's influencing agenda, including with senior policymakers, politicians, academia, industry, and charities.
- Manage our engagement with MPs and Peers, identifying opportunities to inform and influence across the political spectrum.
- Effectively communicate complex policy messages to a variety of audiences.
- Working closely with the Communications team, support the development of social media website content, articles and media releases to support policy ambitions.
- Collaborate internally to provide knowledge and advice on policy issues with colleagues, including to Executive Leadership Team and Trustees.
- Represent RSPH on a range of alliances, coalitions and partnerships and in the media. Line management of policy and public affairs team staff, providing support and supervision.
- Managing the policy budget, keeping in budget and ensuring value for money.
- Commission and manage research and other support as needed from agencies and consultants.
- Engagement with members of our Council of Trustees as required, including through our Policy and Impact Committee.

### **Knowledge, skills and experience**

- Track record of managing policy work, which has informed and influenced national and local policy.
- Understanding of the breadth of the public health landscape and the key challenges faced in the policy environment.
- Excellent influencing skills, with experience of building strong relationships with senior stakeholders to develop trust and deliver objectives.
- Experience of parliamentary engagement and understanding of parliamentary processes.
- Experience of utilising evidence to support policy development and influencing.
- Outstanding written and verbal communication skills, including ability to communicate complex issues.
- Calmness under pressure, with ability to prioritise multiple projects to agreed objectives and deadlines.
- Experienced line manager who is able to provide inspiration, coaching and mentorship as required and monitor performance.
- Excellent management skills, including experience of supervising and supporting staff.
- Ability to manage budgets.
- Ability to develop and maintain effective collaborative working with internal and external stakeholders, including with senior staff and Trustees.
- Experience of working in or with the charitable/not for profit sector.
- Understanding of and commitment to Equality, Diversity and Inclusion