Job description

Job title: Programme and Policy Officer, Healthy Lives

Reporting to: Senior Fellow (Economic Determinants of Health)

Salary: £34,225-£40,135 depending on experience (Payscale L11 or L12)

Hours per week: 37.5 (office hours are 9:00am – 5:30pm Monday to Friday)

The Health Foundation
We are an independent charity committed to bringing about better health and health care for people in the UK.

Our aim is a healthier population, supported by high quality health care that can be equitably accessed. We learn what works to make people’s lives healthier and improve the health care system. From giving grants to those working at the front line to carrying out research and policy analysis, we shine a light on how to make successful change happen.

We make links between the knowledge we gain from working with those delivering health and health care and our research and analysis. Our aspiration is to create a virtuous circle, using what we know works on the ground to inform effective policymaking and vice versa.

We believe good health and health care are key to a flourishing society. Through sharing what we learn, collaborating with others and building people’s skills and knowledge, we aim to make a difference and contribute to a healthier population.

Purpose of the role

The Healthy Lives directorate has an ambitious strategy to improve the public’s health through action on the wider determinants of health. The greatest influences on people’s health and wellbeing come from outside health care. They include factors such as education, employment, housing and community. Yet the public’s health has been largely viewed as the output of health departments rather than the consequence of overall government policy.

The Healthy Lives Strategy aims to:

- change the conversation so the focus is on health as an asset to invest in, rather than ill health as a burden
- promote national policies that support everyone’s opportunities for a healthy life
- support local action to address variations in people’s opportunities for a healthy life.
Within the Healthy Lives directorate, the Health as an Asset and Analysis team support those aims by: creating greater recognition of the influence of health on social and economic outcomes; and increasing awareness of the extent of health inequalities in the UK and the role of the wider determinants of health. The Foundation’s endowment provides valuable independence and space to be innovative about analytical approaches and to identify interesting and impactful areas of research.

The Programme Officer is a key member of the Healthy Lives team, working to ensure core programmes of work, particularly the Health as an Asset workstream and dissemination of findings from the Social and Economic Value of Health research programme, are delivered to a high quality. The latter currently consists of two multi-year and multi-project research rounds exploring the impact of health on the wider social and economic outcomes of individuals and place. There will be opportunity to work with external experts from universities and other policy and research organisations, and to contribute to research reports, blogs and briefings.

The post holder will be able to work as part of a team, have a proactive approach, and be comfortable working with high levels of delegated responsibility. The role lies within the Health as an Asset workstream but will also support the wider work programme of the Healthy Lives directorate. It is essential therefore that the post holder is able to work effectively both independently and within a team; ensuring good lines of communication across multiple complex programmes of work.

All team members will be based in the Health Foundation headquarters in Salisbury Square, London.

Key tasks and responsibilities

**Supporting the design, delivery, management and knowledge mobilisation of the Health as an Asset work programme**

Working with the Research team, Communications and external research project leads to mobilise knowledge created by existing and future research rounds related to the value of, and long term investments in health:

- Executing project management plans to ensure timely delivery of scoping, research and engagement activities including developing timelines and monitoring budgets, progress and risks.
- Working closely with the in-house Research team and external award holders to disseminate academic research findings to influence and inform a policy and non-expert audience, including supporting production of reports and briefings.
- Managing selection and assessment processes to ensure selection of high-quality technical providers including for research and engagement activities.
- Organising, managing and attending events, such as seminars, conferences and roundtables with responsibility for practical arrangements including liaising with participants and speakers, developing materials, venue selection and catering.
- Taking responsibility for regular reflection on current processes, taking action to continuously improve ways of working.

**Policy analysis, knowledge development and communication**
Working with the wider Healthy Lives team, Research team and Communications to ensure that Healthy Lives research and analysis has direct relevance to the policy community, including:

- Conduct and support in-house research project including scoping areas of work in discussion with stakeholders, desk research and synthesising complex evidence;
- Influencing policymakers with findings from Health Foundation-funded research programmes and internal analysis through interpretation of the evidence and the development of actionable policy recommendations;
- Providing clear interpretation and communication of complex findings to a wide range of audiences including the public, policy makers, researchers and academics in a variety of formats including blogs, briefings and reports;
- Presenting to external audiences at various events including roundtables and seminars;
- Helping to establish and pro-actively maintain relationships with relevant external stakeholders in relation to the social and economic value of health as well as health inequalities and the wider determinants.

**Business support to the Health as an Asset & analysis team and Health Lives Directorate**

Playing an active role in supporting the wider Healthy Lives directorate and Health Foundation, while following appropriate governance practices, including:

- Work with the team to ensure commissioning and project management processes are in place, kept up to date and in line with corporate requirements.
- Ensure team members are supported in following the Foundation’s corporate contract and procurement processes and all contracts and commissions are properly authorised and documented.
- Paying proper attention to information governance and data security and oversee the establishment and audit the proper upkeep of procurement and contract files and electronic audit trail.
- Use the Foundation’s grant making database to manage the small number of contracts and awards.
- Ensure corporate procurement and contracting processes are supported by the Foundation’s customer relationship management (CRM) system and actively identify changes to be made to CRM as processes are reviewed and updated.
- Ensuring that the Foundation’s commitment to social justice and responsiveness to cultural diversity is demonstrated in all activities;
- Committing to and demonstrating the Health Foundation’s key behaviours - Working together, Achieving impact, Discovering and learning.
# Person specification

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<tr>
<th>Criteria</th>
<th>Assessment (CV/SS-Shortlist, T-Test, I-Interview)</th>
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<td>Ability to support the work of a busy team while working under pressure and managing competing priorities.</td>
<td>CV/SS, I</td>
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<td>Highly developed organisational skills, including the ability to take responsibility for workload and a proactive approach to problem solving and teamwork.</td>
<td>CV/SS, I</td>
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<td>Excellent interpersonal and team working skills with the ability to build strong productive relationships with internal and external contacts of all levels.</td>
<td>CV/SS, I</td>
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<td>Ability to self-start and work autonomously, work flexibly and across teams successfully.</td>
<td>CV/SS, I</td>
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<td>Skilled at managing meetings and events, including sourcing and booking of venues, managing practical arrangements, and taking full and accurate minutes.</td>
<td>CV/SS, I</td>
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<td>Ability to write for a range of audiences on technical and policy subjects.</td>
<td>CV/SS, I, T</td>
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<td>Experience in disseminating findings to policy audiences, through drafting written papers or reports and giving oral presentations.</td>
<td>CV/SS, I</td>
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<td>Ability to communicate clearly and persuasively, with good writing and presentation skills.</td>
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<td>Experience of contracting, grant making, financial oversight of programmes and an understanding of budget management.</td>
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<td>Good analytical skills and experience of making a distinctive contribution to policy projects.</td>
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<td>Work history of policy analysis in relation to population health and/or the social determinants of health with a commitment to reducing health inequalities.</td>
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