

Job description

Job title:	Policy Officer - Healthy Lives
Reporting to:	Policy and Engagement Manager, Healthy Lives team
Salary:	£35,259 per annum plus excellent benefits
Contract type:	Permanent
Hours per week:	Full time team members work 37.5 hours per week, and with hybrid working those hours can be done any time between 7am – 7pm. Core working hours are 10am – 3pm. For this role we would need approximately 1 days per week in the office, in line with our hybrid working framework. Healthy Lives has a team day in the office once a month on a Wednesday, which you will be expected to attend.

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

About Healthy Lives:

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.

This post is in the Improving Public Health Policy, Systems and Practice team within Healthy Lives. We are a friendly, supportive and curious team who make an impact with our work.

The role

The Policy Officer is a key member of the Healthy Lives team, working on our policy development, and to ensure core programmes of policy and research work, including the [Young people's future health inquiry](#) and forthcoming work with local authorities and central government, are delivered to a high quality. The former currently consists of two large scale programmes – one a £750,000 research programme on emotional support which will enter a policy translation phase, and the other a £1.25 million policy programme, with policy postholders embedded in external organisations. The work with local authorities and central government is currently in development, but will play a key part of our new strategy from 2023 onwards.

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 Improving Public Health Policy, Systems and Practice team, but will also support the wider work programme of the Healthy Lives directorate, particularly where it comes to policy development. 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.

Key responsibilities and outcomes.

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:

- Keep abreast of relevant policy and research pertaining to Healthy Lives.
- Conduct and support in-house research projects including scoping areas of work in discussion with stakeholders, desk research and synthesising complex evidence;

- 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;
- Creating outputs aimed at 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;
- 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.

Supporting the design, delivery and management of the [Young people's future health inquiry](#) and other Healthy Lives Programmes:

- Executing project management plans to ensure timely delivery of scoping, research and engagement activities including, developing timelines, planning and monitoring budgets, organising meetings, coordinating inputs from across the programme team, monitoring progress, identifying and highlighting risks and monitoring actions to mitigate them.
- Leading the development of application and selection materials and processes for award and contract holders and managing selection and assessment processes including: producing high quality and externally facing selection documentation and associated materials, managing input from external assessors, attending and minuting short listing and selection meetings, ensuring the deployment of appropriate Health Foundation decision making processes for selection and assessment.
- Build and maintain high quality relationships with suppliers, award holders and stakeholders, ensuring that they have the information required for the context of their work and resolving issues when they arise
- Manage and monitor awards and contracts for research, engagement activities, consultants and other projects within the inquiry including: ensuring agreed reporting arrangements are in place and followed, preparing progress reports and other papers and reports on these issues for a variety of audiences as required, contributing to processes to support accountability of technical providers through planning for sponsor meetings, preparing analysis of key document, taking notes, following through on agreed actions.
- Organising, managing and attending events, such as seminars, site visits, selection centres and dinners with responsibility for all practical arrangements including liaising with participants and speakers, developing materials, venue selection, catering and ensuring overall value for money and smooth running on the day.
- Taking responsibility for regular reflection on current processes, taking action to continuously improve ways of working

Contributing to the Health Foundation's knowledge development and information systems including:

- Providing oral briefings and presentations when required.
- Writing blogs and similar pieces for external platforms and media in order to increase the reach and promote the findings from the Healthy Lives team
- Take a lead role in writing outputs as agreed with line manager

- Maintaining relationships with key external stakeholders to ensure that communications are effective
- Working with the communication team to keep website and intranet material up-to-date by drafting, collating, uploading and managing information from our programmes.

Wider contribution

As with other staff at the Foundation, the postholder will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary. The postholder will similarly be expected to play a role in supporting and helping to develop the Healthy Lives team to enable it to improve its effectiveness.

The post holder will at all times aim to embed our key behaviours – Working together, Achieving impact, Discovering and learning – in all aspects of their day to day delivery in the role.

We value equality, diversity and inclusion, and welcome applications from different backgrounds. We are also committed to making reasonable adjustments for candidates who have accessibility requirements.

Candidates should have the right to work in the UK at the time of appointment.

Person specification

	Criteria	Assessment (CV/SS- Shortlist, T- Test, I- Interview)	Essential Desirable (E/D)
Behaviour	Commitment to Diversity and Inclusion – strong grasp of issue related to health inequalities and a commitment to tackling these through the work of the Health Foundation	CV/SS, I	E
Behaviour	Working together – Proven ability to support the work of a busy team while working under pressure and managing competing priorities.	CV/SS, I	E
Behaviour	Achieving impact – Track record of high-quality policy work and proven ability to communicate clearly and persuasively, with good writing and presentation skills.	CV/SS, I	E
Behaviour	Discovering and Learning – Track record of curiosity about policy issues and solutions, coupled with proven ability to drive forward own exploration of the issues and development of solutions	CV/SS, I	E
Education	Degree level or with equivalent professional experience.	CV/SS, I	D
Experience	Demonstrated experience of making a distinctive contribution to policy projects through strong research and analytical skills	CV/SS, I	E
Experience	Demonstrated experience in writing for and disseminating findings to a range of audiences, including policy audiences, through drafting written papers or reports and giving oral presentations. Ability to write briefings and meeting minutes.	CV/SS, I	E
Experience	Demonstrated experience of managing meetings and events, including sourcing and booking of venues, managing practical arrangements.	CV/SS, I	D
Knowledge	Strong knowledge of policy in relation to population health and/or the social determinants of health and/or social issues relevant to young people with a commitment to reducing health inequalities	CV/SS, I	D
Skills and abilities	Ability to self-start and work autonomously, work flexibly and across teams successfully	CV/SS, I	E
Skills and abilities	Highly developed organisational skills, including the ability to take responsibility for workload and a proactive approach to problem solving and teamwork.	CV/SS, I	E

Skills and abilities	Excellent interpersonal and team working skills with the ability to build strong productive relationships with internal and external contacts of all levels	CV/SS, I	E
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