

Job description

Job title:	Policy Analyst
Reporting to:	Assistant Director, Healthy Lives
Salary:	£45,341 per annum plus excellent benefits (pro-rata £27,205 for part-time)
Contract type:	Permanent
Hours per week:	22.5 hours per week, 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 at least 1 day per week in the office, in line with our hybrid working framework.

The Health Foundation

We are an independent charitable organisation working to build a healthier UK. Health is our most precious asset. Good health enables us to live happy, fulfilling lives, fuels our prosperity and helps build a stronger society. Yet good health remains out of reach for too many people in the UK and services are struggling to provide access to timely, high-quality care. It doesn't have to be like this. Our mission is to help build a healthier UK by:

1. Improving people's health and reducing inequalities
2. Supporting radical innovation and improvement in health and care services
3. Providing evidence and analysis to improve health and care policy.

We'll achieve this by producing research and analysis, shaping policy and practice, building skills, knowledge and capacity, and acting as a catalyst for change. Everyone has a stake and a part to play in improving our health. By working together, we can build a healthier UK.

Purpose of the role

The Healthy Lives directorate has an ambitious strategy to improve people's health and reduce health inequalities through action on the wider determinants of health. Our friendly, supportive, and curious team delivers this strategy:

- Leading a programme of work to support place-based action to improve health. This includes funding projects in local government, identifying and sharing best practice and promoting a health in all policy approach

- Funding a large programme of work with combined authorities to explore the opportunities to improve health at a regional level
- Making the case for a whole-government approach to improving health and setting out the policy action that would make the greatest difference.
- Developing the evidence to reframe how to talk about and make the case for action on the wider determinants of health through our work with the Frameworks Institute

The Policy Analyst is a newly created role that will strengthen our reactive analytical capability and help us understand the likely impact of Government policy action on health and reducing health inequalities. This will help us to understand the unforeseen consequences of policy actions, for example of transport or welfare on health, and allow us to identify policies that are genuinely beneficial to health, that are harmful to health, and which provide a missed opportunity for further action. This work will play a vital part of our work to make the case for an increased focus on health across the full range of Government action.

The postholder will also be responsible for managing a longer-term project to develop a robust process to assess the impact of policies on health and then apply this process to externally proposed policies.

There will also be the opportunity for the postholder to be involved in election planning, analytical projects, respond to the media and policy publications (media training will be provided) and contribute to and author research reports, blogs and briefings. There is a strong reactive component to the role, so the postholder will need to be comfortable working at pace, proactively and with high 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. 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. A background in social or economic policy and analysis would be an advantage.

Key responsibilities and outcomes

- Undertake impact assessments on emerging policies, aligning activities with election preparations
- Manage a long-term project to create an analytical framework to use to assess the impact of central government policies and proposals on health outcomes
- Drafting and contributing to a range of high-quality analytical outputs including reports, briefings, blogs, presentations, and interactive web tools.
- Interpreting and clearly communicating complex findings to a wide range of audiences including the public, policy makers, researchers, and academics.
- Horizon scanning of external developments in policy, practice, research, and data, responding to publications when appropriate.
- Playing an active role in supporting the wider Healthy Lives directorate and Health Foundation, while following appropriate governance practices, including:
- Paying proper attention to information governance and data security and work in accordance with documented processes for commissioning and management of projects;
- Following agreed policies and frameworks to help oversee relevant commissioning and contracting processes for organisations supplying services to the Health Foundation or receiving grants;
- Taking collective responsibility for delivery of the Healthy Lives directorate's objectives

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 – Commitment to diversity and inclusion, 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)
Commitment to Diversity and Inclusion - An understanding of, and commitment to, equal opportunities and diversity.	I	E
Achieving impact – Proactive and self-motivated with ability to work as part of a team to deliver projects to time and scope	I	E
Discovering and Learning – Taking an active interest in the work of colleagues, with a commitment to developing their own expertise, learning from successes, challenges and mistakes	I	E
Working together - A person who works collaboratively and is able to work across teams (both internally and externally) successfully.	I	E
Relevant degree with a strong analytical component, or evidence of equivalent knowledge and experience gained through career development	CV/SS	E
Experience of assessing impact of policies for example through impact assessments or cost benefit analysis.	CV/SS, I	E
Experience of applying excellent analysis and research skills to address policy issues	CV/SS, I	E
Ability to assess data to identify key messages and then communicate clearly and persuasively to a range of audiences, with excellent writing and presentation skills.	CV/SS, T, I	E
Ability to self-start and work autonomously, work flexibly and across teams, managing multiple projects	CV/SS, I	E
An understanding of economic and social policy areas that influence health, such as employment, housing, poverty and early years education	CV/SS, I	E