

## *Job description*

<b>Job title:</b>	Policy Fellow
<b>Reporting to:</b>	Policy Manager
<b>Salary:</b>	£47,608 per annum plus excellent benefits
<b>Contract type:</b>	Permanent
<b>Hours per week</b>	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 two days per week in the office or at external in-person meetings averaged over each month, 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.

The Healthy Lives directorate has an ambitious strategy to improve people's health and reduce inequalities. To achieve this we are continuing to build our expertise in the economic and social factors that influence people's health.

Health is our most precious asset. It is shaped by the work we do, the income we earn, the education we receive and the places and communities we live in. The context of the pandemic, the cost-of-living crisis and rising demand for services makes improving – or even sustaining – healthy life expectancy a real challenge.

Improving health and reducing inequalities requires a whole-society approach – we can't do this alone. Our ambition is to create more favourable conditions that enable others to act. We want decision makers across all parts of society to understand and fulfil their potential contribution to building a healthy nation.

### **Purpose of the role**

One of our key objectives is to improve understanding of how business and investors influence health and catalyse action in the private sector. We do this by providing evidence

and recommendations to influence policymakers, employers and businesses. This is supported by funding activity by other organisations to build evidence or take action to improve health and reduce inequalities.

The Policy Fellow is a key role in the Healthy Lives team. They will work closely with the Policy Manager supporting our work to develop the policies and approaches needed to ensure that the activity of employers, business and investors supports good health. Existing programmes are seeking to: understand how [investors](#) can help to improve health and reduce inequalities; improve health through [economic development](#); inform business and employer action to improve health; and support effective action by anchor institutions through the [Health Anchors Learning Network](#).

The role will also lead on delivering a new policy research contracting framework to commission rapid policy research and analysis on key live policy issues such as employment, welfare and local economic development.

The post holder will have experience of economic policy development and engaging and influencing policymakers. They will have an interest and expertise in economic development, inclusive economies and build an understanding of how they can support good health and reduce inequalities. They will also be effective at engaging with a range of stakeholders including business leaders and employers.

They will be able to develop and lead projects, work as part of a team, have a proactive approach, being comfortable working with high levels of delegated responsibility. The Policy Fellow is expected to have excellent writing skills, and to be able to draft for a range of audiences, including succinct internal briefings, and external outputs including blogs, briefings and reports. They are expected to have a versatile skill set, including research skills to enable them to contribute to and lead pieces of analysis. This might include synthesising qualitative and quantitative research evidence and analysing a mix of qualitative data such as policy documents, grey literature, and official reports.

The role lies within the *Analysis, evidence and policy to create and value good health* team but there will also be opportunities to support the wider work programme to deliver our strategic priority of *Improving health and reducing inequalities*. It is essential therefore that the post holder is able to grasp complex policy problems and develop solutions drawing on a range of evidence and the findings from across multiple funded programmes. The postholder will work closely with the Policy Manager to maintain and deliver stakeholder engagement.

## **Key responsibilities and outcomes**

### ***Building and communicating our insight and analysis***

- Working with the Policy Manager and leading on a range of high-profile projects, including the planning and development of projects, and being responsible for analysis, writing and publication.
- Conduct in-house research projects including scoping areas of work in discussion with stakeholders, desk research and synthesising complex evidence. Support other research projects within Healthy Lives.
- 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 when writing for 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 senior external stakeholders particularly in relation to economic development and inclusive economies, employers and business.
- Represent the team and Health Foundation at external and internal meetings, deputising for the Policy Manager or Assistant Director as necessary.
- 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.

***Mobilise knowledge from funded programmes, supporting their design, delivery and management including Economies for Healthier Lives, Long-term Investors in People's Health programme and Health Anchors Learning Network***

- Disseminate findings from funded activity to influence and inform a policy and practitioner audience, including supporting production of reports and briefings.
- Ensuring selection of high-quality technical providers and ensuring timely delivery of funded programmes and projects.
- Organise and run events, such as seminars and roundtables to engage with a range of stakeholders.
- Ensure good governance for all external projects.
- Taking responsibility for regular reflection on current processes, taking action to continuously improve ways of working.

**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*

<b>Criteria</b>	<b>Assessment (CV/SS- Shortlist, T- Test, I- Interview)</b>	<b>Essential/ Desirable (E/D)</b>
<b>Commitment to Diversity and Inclusion</b> - An understanding of, and commitment to diversity and inclusion in employment and service delivery.	I	E
<b>Working Together</b> - 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
<b>Achieving Impact</b> - Ability to self-start and work autonomously, work flexibly and across teams successfully.	CV/SS, I, T	E
<b>Discovering and Learning</b> - An ability to learn from successes, challenges and mistakes.	CV/SS	E
Work history of economic policy analysis and/or expertise in economic development and inclusive economies with a commitment to reducing inequalities.	CV/SS, I, T	E
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
Ability and experience of writing for a range of audiences on technical and policy subjects.	CV/SS, I, T	E
Experience in disseminating finding to policy audiences, through drafting written papers or reports and giving oral presentations.	CV/SS, I	E
Ability to communicate clearly and persuasively, with good writing and presentation skills.	CV/SS, I, T	E
Experience of contracting, grant making, financial oversight of programmes and an understanding of budget management.	CV/SS, I	D
Good analytical skills and experience of making a distinctive contribution to policy projects.	CV/SS, I, T	E