

## The Royal College of Emergency Medicine

**Role Profile:** Policy & Communications Adviser

**Responsible to:** Policy Research Manager

**Accountable to:** Chief Executive

**Key working relationships:** Politicians, civil servants and stakeholders – in each of the Devolved Nations - College Officers, College Members and Fellows, relevant staff from other Colleges, the media and the public.

**Grade:** RCEM Grade F £35,000 to £39,375

### Job Purpose

Working with the Vice Presidents of the National Boards, to develop and implement the policy, communications and public affairs work of the College in the Devolved Nations (Wales, Scotland and Northern Ireland) and assist with the operations of the Policy team.

### Key Responsibilities

To:

1. Coordinate the RCEM National Boards to implement the College's policy and communications agenda for Wales, Scotland and Northern Ireland following the College's National strategic priorities. To assist the Policy Research Manager in the implementation of the College's policy and communications strategy for England.
2. Coordinate activities to build and maintain relationships with Ministers, MPs, civil servants and stakeholders in Wales, Scotland and Northern Ireland to influence policy decisions and outcomes.
3. Organise and participate in meetings with key influencers in each of the Devolved Nations and prepare written and oral meeting briefings for College Officers on policy issues as appropriate.
4. Advise the National Board Chairs on policy and project manage public policy work for the Devolved Nations including conducting research, drafting reports and creating high-level policy consultation responses and implementing College campaigns for Wales, Scotland and Northern Ireland, under the guidance of the Policy Research Manager.
5. Create and disseminate press releases for Wales, Scotland and Northern Ireland, including liaising with College spokespersons and journalists to arrange interviews for the College.
6. Undertake relevant policy intelligence gathering for each of the Devolved Nations and help to monitor Parliament, stakeholders, and other health policy developments in England.

This should include but is not limited to official and third sector publications in addition to Parliamentary proceedings.

7. Support the activities of the RCEM Wales Board, RCEM Scotland Board and RCEM Northern Ireland Board, including servicing Board meetings and providing policy advice, guidance, insight and support to each of the Chairs and Vice Chairs with regards to engagement and strategies for promoting policy objectives.
8. Coordinate events in each of the Devolved Nations – for example Party Conference round-tables - including programme production, speaker communications and event marketing, and assist with other UK policy events.
9. Act as Committee Secretary to the College's Lay Committee, including the distribution of minutes of meetings and providing policy advice, guidance and support to the Lay Advisory Committee Chair.
10. Travel in the UK and abroad as required for the implementation and pursuit of College objectives.
11. Create newsletter content in relation to College activity in Wales, Scotland and Northern Ireland.
12. Regularly update the Policy Team contact database of media, political and health stakeholders.
13. Maintain detailed documentation of the processes relevant to the post.
14. Support the Policy Research Manager to deliver the College's Winter Flow Project.
15. Assist with the day to day administration of the Policy Team including handling enquiries and supporting College Officers.
16. Undertake such other tasks as may be reasonably expected within the scope and grade of the post at the request of College Management to ensure College objectives are met.

## **COLLEGE POLICIES AND PROCEDURES**

The post holder is expected to follow all College policies and procedures including those covered in the College HR manual.

## **CONFIDENTIALITY**

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential.

## **HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **RISK MANAGEMENT**

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

## **EQUAL OPPORTUNITIES**

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

## **ADDITIONAL INFORMATION**

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.

## Person Specification

<u>Essential</u>	<u>Desirable</u>
<b>Qualifications:</b>	
<ul style="list-style-type: none"> <li>• GCSEs or equivalent including English Language and Maths</li> <li>• Educated to degree level or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing personal development</li> </ul>
<b>Practical experience</b>	
<ul style="list-style-type: none"> <li>• Parliamentary, Public affairs and communications experience or PR support role</li> <li>• Experience of dealing with the media and politicians</li> <li>• Demonstrable experience of team working</li> <li>• Experience of handling multiple workstreams and prioritisation of work</li> <li>• Working to tight deadlines</li> <li>• Experience of stakeholder engagement</li> <li>• Knowledge of UK government and politics</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the health sector</li> <li>• Experience of healthcare policy work</li> <li>• Experience of delivering projects</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent verbal reasoning skills</li> <li>• Excellent research skills</li> <li>• Good written communication skills, including proof reading skills</li> <li>• Good organisational skills</li> <li>• Good interpersonal skills</li> </ul> <p>Computer literate:</p> <ul style="list-style-type: none"> <li>• Word processing - Word</li> <li>• Spreadsheets - Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of report writing</li> <li>• Analysis of statistical data</li> <li>• Social media experience</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Ability to prioritise and work to tight deadlines</li> <li>• Self-motivated and innovative</li> <li>• Team player - evidence of collaborative working</li> <li>• Professional manner and appearance</li> <li>• Ability to work independently</li> <li>• A commitment to maintain high customer care standards</li> <li>• A commitment to upholding the organisational values</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to influence and motivate others</li> </ul>