

## Director of Policy and Strategy

- Job Title:** • Director of Policy and Strategy
- Directorate:** • Policy and Strategy
- Contract:** • Full time, permanent
- Salary:** • Circa £100,000 + generous benefits and 30 days' annual leave
- Location:** • Victoria, London  
(hybrid working with one to three days in the office each week)
- Website** • [www.nhsproviders.org](http://www.nhsproviders.org)

### About NHS Providers

NHS Providers is the membership organisation for the NHS hospital, mental health, community and ambulance services that treat patients and service users in the NHS. We help those NHS foundation trusts and trusts to deliver high-quality, patient-focused care by enabling them to learn from each other, acting as their public voice and helping shape the system in which they operate.

NHS Providers has all trusts in England in voluntary membership, collectively accounting for £115bn of annual expenditure and employing 1.4 million people. We are a busy, high-performing team of around 100 staff, based in central London, although we are flexible and work in a hybrid format, with both office and homeworking.

## Welcome

Thank you for your interest in joining NHS Providers.

As a busy, high-performing organisation, our defining purpose is supporting our members. We do this through enhancing influence and encouraging development and improvement: we offer the sector a strong voice in policymaking and government, and we work with their boards to help them navigate the complex times we live and work in. Having grown our organisation significantly in last few years, we are now aiming to be a more influential voice within the policy landscape, focusing on issues that truly support our members' priorities and work towards achieving the right conditions that will allow healthcare in the UK to thrive and flourish.

We are looking for a talented and driven director of policy and strategy to lead our Policy and Strategy directorate which encompasses our policy, public affairs and analysis teams. This is a significant leadership opportunity, sitting on the Executive Management Team (EMT) with collective responsibility for running a 100-strong organisation and leading over thirty professionals, supported by a team of policy heads in close collaboration with our communications, and development and engagement directorates. With a general election around the corner, this role will be an integral part of the organisation's impact, as we navigate the political environment and aim to analyse and amplify issues of critical importance to our members and the NHS.

This is an exciting opportunity for someone who is ambitious about the change we can make. You will lead the core policy areas that shape our voice and impact and be a leading voice of NHS Providers in the media, alongside our chief executive and deputy chief executive. You will be a creative and inspirational thinker, looking for novel ideas that capture imaginations - but that are backed by the rigour and evidence to achieve change. You will be a long-term strategist but be able to work at pace and with agility to react to the issues of the day thoughtfully and tactically, you will understand the healthcare environment but above all, you will work collaboratively with our talented and committed team.

If you believe you have the personal qualities, skills and experience we are looking for, we very much look forward to hearing from you.



Sir Julian Hartley  
Chief Executive



Saffron Cordery  
Deputy Chief Executive

## How we work

### Our values

Our values are at the centre of who we are, what we do, and how we behave:



### How we work

Our strategic triangle sets out how we work at NHS Providers.



To find out more about us please visit <https://nhsproviders.org/>.

## Our Policy and Strategy directorate

Our Policy and Strategy directorate encompasses around 35 people and the director of policy and strategy has responsibility for four direct reports and sits on our EMT, also helping to lead strategy and development across our 100-strong organisation. As director of policy and strategy, you will play a pivotal role in developing and strengthening our Policy and Strategy directorate. This will include ensuring we continue to operate in an integrated way across our policy, communications, and development and engagement directorates to deliver the greatest impact for members and our organisation.

## Purpose of this role

To provide strategic leadership for the organisation's policy, strategy, analysis and public affairs functions, providing high-level advice and support to the chief executive, deputy chief executive, chair and board, as well as playing a key role as part of the NHS Providers director team.

## Corporate and organisational-wide strategic focus

### Strategy

- Work with the chief executive, deputy chief executive, heads of policy, and colleagues in public affairs, policy, analysis and communications to develop influencing strategies, tactics and integrated campaigns.
- Ensure a particular focus on ensuring inclusivity runs through the organisation's strategic approach, including our focus on supporting trusts to tackle health inequalities and our ambition to become an anti-racist organisation.
- Offer support to the wider organisation on strategy development and work with the EMT, our senior management team and staff to ensure the organisation's strategies feed into and align with the organisational strategy.

### Corporate

- Contribute to, and ensuring the directorate provides coherent support to NHS Providers' networks, conferences (including our Annual Conference and Exhibition), board development programme, governor support programme and other events as required.

- Provide substantial policy input into and support for media work, including rapid analysis, lines to take and signing off press releases in support of the chief executive and deputy chief executive.
- Provide policy, public affairs and analysis support for commercial relationships.
- Contribute to and support the development and implementation of corporate policy; supporting colleagues within our corporate functions as appropriate.

## Director responsibilities

- Set the overall strategic direction and lead the organisation.
- Attend the board of trustees meetings alongside other director colleagues; supporting and contributing to the board papers and discussions.
- Champion equity and inclusive leadership. This includes supporting the organisation to realise its ambition to become an actively anti-racist organisation, and continuing to work with members and staff networks to ensure our messaging internally and externally is inclusive.
- Provide advice to the chief executive and deputy chief executive, as agreed with them. Act as a trusted, supportive peer within the EMT.
- Play an active role in budget management of the organisation.
- Offer constructive challenge and peer support.

## Role description

<b>Job Title</b>	Director of Policy and Strategy
<b>Reports to</b>	Deputy Chief Executive
<b>Accountable for</b>	Four direct reports across the Policy and Strategy directorate team of around 35

## Main accountabilities

### Influence and public affairs

- Developing policy positions to promote and protect the interests of members.
- Ensuring the organisation responds to all relevant government, arm's-length body, parliamentary and other consultations.
- Designing and delivering programmes to engage with parliament, all main political parties and planning for the electoral cycle and oversee NHS Providers' presence at party conferences.

- Overarching stakeholder engagement, including relationships across ministers, politicians and government departments, central bodies (including and particularly NHS England), Royal Colleges and think tanks.
- Developing strategic thought leadership capacity, working closely with the director of communications, the chief executive and deputy chief executive.
- Being responsible for quality outputs from the directorate across all external facing publications or messaging.
- Working closely and collaboratively with the director of communications and the director of development and engagement to ensure full synergies across our offers.

## Sector support

- Ensuring appropriate and effective sector specific support is delivered to groups of NHS Providers' members, working closely with the director team and the deputy chief executive in particular.
- Leading the organisation's efforts to drive profile and influence for a particular sector of the membership (for example community services) including policy development, external representation and media profile.
- Take a sponsorship lead for key portfolios of work.

## Analysis

- Deploying a comprehensive evidence base to support our reactive and proactive policy, influence and voice work, including high-quality collection, analysis and dissemination of member data and information.
- Encouraging an evidence-based approach within the directorate (beyond the analysis team itself) and across the organisation by ensuring team members have the skills and confidence to work with quantitative and qualitative information.
- Overseeing delivery of the NHS Providers Information Strategy and developing a responsive, customer-orientated information and analysis function, including new analytical workstreams and products.
- Working with colleagues in the Communications directorate to ensure analytical outputs have a strong media profile and to develop member products based on our analysis work where appropriate.

## Individual profile and line management

- Acting as one of the key NHS Providers media spokespeople, with the appropriate training and support, including out of hours, as agreed with the post-holder's line manager.
- Representing NHS Providers at conferences and events, and in key stakeholder and political meetings.
- Developing and/or extending your personal profile as a commentator, through blogs, media, social media and relationships with the wider commentariat.

## Line management

- Ensuring the directorate is effectively resourced.
- Line managing direct reports (heads of policy).
- Ensuring equitable recruitment in line with the organisation's values to recruit, retain and develop talented policy, public affairs and analysis teams.
- Quality controlling work produced by the directorate in conjunction with heads of policy.
- Ensuring effective links between the Policy and Strategy directorate and other teams in the organisation, the deputy chief executive, and the chief executive.
- Working in close collaboration with the deputy chief executive and keeping the deputy chief executive well apprised of team developments so they can fulfil their broader stewardship role across policy, strategy and communications.
- Taking accountability for the directorate budget and working jointly with the heads of policy to manage the budget in practice.

## Person specification

In your application, please refer to part one of the person specification set out below. Part two will be explored at interview for selected candidates.

### Part one

#### Knowledge and experience

- A significant track record at senior leadership level with extensive experience of leading policy development, influencing activity and campaigns.
- Sound experience of working at a national level in a similar role within a charity, membership body, national organisation and desirably, experience of developing and delivering organisational strategies.
- Track record of senior management experience within complex organisations, including some experience of charities or those with a membership base.
- Excellent knowledge of policy development and policy influencing processes with a good knowledge of parliamentary, legislative and political processes.
- A working knowledge of commissioning analysis and research.
- Working knowledge of the health and care sector and desirably, knowledge of how the NHS operates.
- Demonstrable experience of leading, developing and building a strong and successful team.
- Solid experience of championing and applying the principles of equality, diversity, and inclusion.



## Part two

### Skills and abilities

- Inclusive leadership with a proven commitment to equality, diversity and inclusion, and an ability to create environments where all staff can thrive.
- Highly developed influencing, negotiating and stakeholder management skills.
- Exceptional leadership and management skills with the ability to build and motivate a team, and manage, set, and monitor performance targets.
- Demonstrable ability to manage change in a fast-paced environment.
- Sharp analytical and decision-making skills.
- A first-class communicator – written, verbal and presentational, with the ability to form and maintain productive working relationships at all levels.
- Excellent at working under pressure and meeting deadlines, acting on initiative and exercising good judgment.
- Sound ability to work in an agile way across multiple teams and to support others to do the same.
- High degree of IT literacy.

## Part three

### Personal attributes and leadership behaviours

- Excellent communication, networking, and interpersonal skills at a senior level.
- Pragmatic and able to think creatively.
- Able to engage confidently and effectively and take onboard diverse viewpoints.
- Persistent and able to work on own initiative and under pressure, juggling a significant number of varied and differently shaped priorities.
- A high level of self-motivation with a driven and proactive approach and collaborative mindset.
- A personal commitment to the purpose and mission of NHS Providers and the wider NHS, including our commitment to become an actively anti-racist organisation.

*The post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.*

## Terms of appointment

NHS Providers is supportive of flexible working and will give reasonable consideration to requests for reduced hours/part time working, compressed hours, staggered hours (early start/late finish etc), annualised hours, and job sharing.



## Staff benefits

We offer a wide range of benefits, including:

- 30 days' holiday (for director-level positions) plus two additional days off at Christmas.
- Personal development training and memberships to professional bodies.
- Study leave, help another leave day, service-related leave and the potential to purchase up to five days extra off per year.
- Enhanced maternity and paternity leave pay.
- Season ticket loan for travel.
- Access to life insurance and dental plan.
- Enhanced pension scheme.
- Flu jabs.
- Eye test.
- Cycle-to-work scheme.
- Health and wellbeing initiatives.
- Access to the employee assistance programme, a confidential counselling service
- We also run social groups such as a 'social exercisers' WhatsApp group and a book club, as well as a number of staff groups to provide support and a safe space to discuss issues that matter to staff:
  - the race equality and cultural inclusion group
  - mental health group
  - LGBTQ+ group

## Diversity

We're working hard to ensure that we are diverse and inclusive in all we do. This runs from how we gather, author and share the thought leadership that the organisation puts out to how we engage with our members and the wider public. It includes how we recruit staff and procure partners and services, through to how we give people opportunities to develop, grow and advance their careers.

We are committed to the development of positive policies to promote equal opportunities in employment, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy, and maternity. This commitment will apply to recruitment and selection practices, learning and development, and internal promotions.

NHS Providers is committed to equality of opportunity and to eliminating discrimination. All employees are expected to adhere to the principles set out in our Equal Opportunities Policy and all other relevant guidance/practice frameworks.

## How to apply

We hope you will consider making an application to become our director of policy and strategy at NHS Providers. To apply, please provide:

- CV (no more than three sides) or equivalent biographical information.
- short covering letter that explains your motivation and responds directly to part one of the person specification.
- Please tell us if you are not available on any of the dates given for the selection process (outlined below).

Please also complete the online interactive equal opportunities monitoring form as part of your application.

The closing date is 10am on 22 April 2024.

## Selection Timetable

Agreement of the final shortlist is expected to be by late April 2024.

Final panel interviews are expected to be held w/c Monday 6 May 2024.