

Job description

Policy Officer

Reporting to:	Senior Policy Fellow
Salary:	£43,099 per annum plus excellent benefits
Grade:	Level 11
Contract type:	Permanent, full time
Hours per week:	37.5 hours per week. All staff are required to work in person for a minimum of two days per week, in line with our hybrid working policy. The post-holder may be required to undertake some work outside normal working hours.

About the Health Foundation

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 health and care services are struggling to provide access to timely, high-quality care.

The Health Foundation is an independent charitable organisation with a mission to build a healthier UK. We work to achieve this by generating high quality research and analysis; developing practical solutions to the biggest problems in health and health services; engaging, convening and building coalitions to build understanding, inform debate and drive action; and developing the long-term capability needed to transform health and care.

[More about us](#)

Health and care systems

The health and care systems team focuses on shaping the future of the health and care system to ensure the best care for all. We do this by supporting more evidence-informed policy and decision-making on health and care. The team combines a focus on analysing and informing the overall direction of the NHS and social care in England – including the performance of the health and care system and priorities for improvement and reform – with deep expertise in key policy areas we think are central to the future of the health system. This includes primary and community services and policy on AI and technology in the health system. We focus primarily on public policy and analyse health and care policy in its political context. Much of the team's work involves in-house research and analysis, as well as bringing policymakers and others together to influence and inform thinking and decision-making. But we also fund research, evaluation, and other programmes delivered externally – often large contracts spanning multiple years.

About you

We expect everyone who works with us to be committed to our values and to share our commitment to becoming a more diverse and inclusive organisation. Our values are **impact, evidence, integrity, and collaboration**. We also expect everyone to share our commitment to becoming a more diverse and inclusive organisation and to help deliver our [EDI strategy](#).

You will be confident in managing your workload flexibly and effectively across a portfolio of projects spanning a range of topics. You will be able to draw on existing knowledge of a mix of research methods and approaches to support policy analysis, and be eager to continue to build your experience as well as developing new skills. You will be able to write with clarity about complex issues to contribute to our written work. You will also work collaboratively, engaging with colleagues to make best use of the Health Foundation's skills and assets to produce and communicate effective policy analysis.

Purpose of the role

The policy officer will work across our thematic areas on a mix of short and longer-term projects, including supporting in-house policy analysis and research, as well as helping to scope and develop ideas for externally commissioned research. This will involve a range of different approaches, including synthesising qualitative and quantitative research evidence; analysing policy documents and grey literature; qualitative methods such as key informant interviews and thematic analysis; and other approaches involved in policy-focused research.

The team works closely with other parts of the Foundation – for example, with those carrying out more in-depth quantitative analysis – to plan work, deliver projects, and exchange ideas. The policy officer will therefore need to work collaboratively, engaging

with colleagues to make best use of the Health Foundation's skills and assets to produce effective policy analysis.

The policy officer will help write and contribute to external publications, including briefings, blogs, and longer Health Foundation reports. They will also support the team to bring together policymakers and others in events, meetings, workshops, and other activities to inform and influence thinking and decisions.

The policy officer will also play an important role in supporting the team's work with the Health Foundation's communications team to support our response to new policy developments or government announcements. This may include identifying relevant data or other material to help inform our response, as well as scanning policy developments and identifying areas for responsive work.

Key responsibilities

- Assist with a range of high-profile policy projects, including project planning and development, and helping with analysis, writing and publication.
- Contribute to literature reviews and rapid scans of various types of data and evidence; produce summaries of the main findings and implications for policy.
- Support policy research, working with internal and external partners as appropriate, and assist with written outputs, including research reports for publication by the Health Foundation and external journals, contributing to press releases and government consultations, and other relevant outputs.
- Assist with the communication of the findings of our work to a range of audiences, including policymakers, academics and the media, and help build and maintain relationships with external stakeholders relevant to our policy portfolio.
- Support the design and delivery of workshops or other events with policymakers and other relevant stakeholders—for example, helping to design a session to communicate and discuss the findings from a research report written by the team.
- Contribute to corporate level activities such as staff meetings, and corporate initiatives to help develop the Foundation, as well as activities which help develop the Health and Care Services team to be as effective as possible.
- Actively develop professional and technical expertise, take advantage of learning opportunities available to employees of the Health Foundation and undertake all mandatory training as required.

Wider contribution

As with all employees within the Foundation, as a postholder you 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. You will also be expected to play a role in supporting the development of your team to enable continuous improvement and effectiveness.

As we do not provide visa sponsorship, candidates need to have the right to work in the UK at the time of appointment.

Person specification

Criteria	How we will assess this	Essential or Desirable
Knowledge and experience		
Demonstrable understanding of health, care and public health policy and related public policy developments in the UK	CV, Supporting statement, Interview	Essential
A proven track record in research and analysis relevant to health, care and public health policy. This might include synthesising different kinds of evidence, carrying out interviews or analysing textual data	CV, Supporting statement, Interview, Assessment	Essential
Skills and abilities		
Evidence of understanding of quantitative and qualitative research methodology and design, and the strengths and limitations of different approaches and their use in different contexts	CV, Supporting statement, Interview	Essential
Evidence of being able to produce high quality written work, for a range of audiences	CV, Supporting statement, Interview, Assessment	Essential
Evidence of excellent verbal communication skills. Ability to present and communicate complex issues to a variety of audiences	CV, Supporting statement, Interview	Essential
Demonstrable experience of – and willingness to develop – project management skills	CV, Supporting statement, Interview	Desirable
Behaviours		
Impact – Demonstrates initiative and working flexibly across a portfolio of projects, planning and prioritising their workload	CV, Supporting statement, Interview	Essential

Evidence – Able to draw on a range of methods, and demonstrate an understanding of the strengths and limitations of different approaches	CV, Supporting statement, Interview	Essential
Integrity – A commitment to supporting robust research and analysis, which makes best use of the skills and assets of the Health Foundation	CV, Supporting statement, Interview	Essential
Collaboration – A proven track record of working on projects in collaboration with others, including experience of managing, and working with, internal and external stakeholders	CV, Supporting statement, Interview	Essential
Commitment to Equity, diversity and Inclusion (EDI) – Evidence of commitment to valuing diversity and inclusion in the workplace and in the Health Foundation’s research, analysis, and outputs	Interview	Essential

The above is not an exhaustive list of duties. You may be expected to perform different tasks as necessary, based on your changing role within the organisation and overall business objectives.