

JOB DESCRIPTION

- Job Title:** • Policy Advisor
- Department:** • Policy and strategy
- Contract** • Full time, permanent
- Salary:** • £52,000 + generous benefits
- Reporting to:** • Senior Policy Manager
- Location:** • Victoria, London – hybrid (working one to three days in office)
- Website** • 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 highly regarded for our effectiveness and impact. We are the 'go to' organisation for comment and debate on the issues facing public providers of NHS services, and we believe that the work we do makes a real difference to our members, their staff, and patients.

We are a busy, high performing team of around 100 staff, based in central London, although we are flexible and are currently working in a hybrid format, with both office and homeworking.

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



The role

NHS Providers is recruiting a policy advisor to join our busy, supportive and high performing team. The team of policy advisors within the NHS Providers policy and strategy directorate take leadership of individual policy areas, influence the national policy agenda on behalf of members and work flexibly to contribute to the organisation's other priorities, including supporting members and working in partnership with other organisations. This working model allows policy advisors to develop a firm grasp of the general policy issues facing our members, while providing an opportunity for each advisor to gain a deeper understanding and experience of specialist areas. It also enables policy advisors to collaborate with policy team colleagues, as well as with the communications and development and engagement directorates.

The current focus of this role is to analyse and influence the national policy agenda on NHS funding levels, financial performance, payments systems and contracting. This portfolio is one of the most high profile and reactive areas of work in our organisation and carries with it the opportunity to develop and lead projects, working closely with directors of NHS trusts and foundation trusts, and with the senior management of NHS Providers, including working closely with our media and public affairs teams.

The postholder will also support our policy work on other priority areas, such as 'operational performance' by which we mean access standards, progress against national targets, planning and prioritisation.

The NHS is in a significant period of reform, due to the legislative change establishing integrated care systems (ICs) as statutory organisations in 2022. It is also in a uniquely challenging period due to ongoing operational and financial pressures, rising demand, workforce challenges, and the need to recover care backlogs. The reform agenda and operational context both mean trusts need to find new ways to work in their local systems and deliver for patients.

This role is an exciting opportunity to support trust leaders as they respond to this challenging and changing environment. This role will require the postholder to be flexible, adapt to a rapidly changing external landscape, responsively manage parts of a wide-ranging portfolio, and contribute to media, public affairs and board development work. The focus of the role may change over time, dependent on the needs of our members.

Some examples of the type of work the postholder would be involved in can be found here:

- [Stretched to the limit: tackling the NHS productivity challenge.](#)
- [The Provider Podcast: NHS finances – trusts feeling the squeeze.](#)
- [Injection of 'long-termism' vital to deliver an NHS fit for the future.](#)
- [No more sticking plasters: repairing and transforming the NHS estate.](#)

Job purpose, nature and scope

This post reports to a senior policy manager and will work closely with policy colleagues across other portfolios. The postholder will also have the opportunity to lead on other strategic policy projects as and when required.

In a given week you may be asked to do some of the following: analyse a new piece of guidance and draft a briefing for members; participate in a senior stakeholder meeting to influence a developing area of policy; brief senior leaders at NHS Providers ahead of key meetings or media appearances; deliver a presentation to NHS Providers members to update them on the outlook for NHS finances and national policy developments; collaborate with communications colleagues to draft a press release or blog; and develop an agenda for a member engagement session.

Background knowledge of NHS finances would be advantageous but is not essential for success in this role. The key requirements are to have an appreciation of the policy implications of the portfolio, and to build effective working relationships both within and outside the organisation. The role will be of interest to all applicants who wish to broaden their experience of health policy and develop their understanding of NHS finances and operational planning and prioritisation.

Accountabilities and duties

Developing and delivering NHS Providers' policy priorities

Take responsibility for an agreed programme of policy work, developing workstreams that reflect member priorities and establish NHS Providers as a credible and constructive voice in this area. The postholder will:

- Work with senior policy managers, heads of policy, and other internal and external stakeholders, to set priorities for a policy portfolio at NHS Providers and develop and deliver a work programme around them.
- Work closely with policy colleagues to support the organisation's policy work on other priority areas.
- Monitor policy developments relevant to members and gather intelligence from members and external organisations.

- Build and maintain effective relationships with external stakeholders (including trust leaders, government, other membership organisations and think tanks).
- Lead on and contribute to policy projects and influencing activity relevant to the post's remit. This may include developing ideas for influencing, undertaking policy analysis and drafting reports, submissions, consultation responses, press lines and private briefings for senior leaders. This will sometimes involve working in partnership with other organisations.
- Advise and work with policy directorate colleagues to develop robust, publicly defensible, and evidence-based policy positions on issues falling within the post's remit.
- Advise and brief the chief executive, deputy chief executive, director of policy and strategy, and the heads of policy, on issues within the post's remit.
- Recognise links between the portfolio and other policy priorities, and collaborate with policy advisors on cross-cutting issues for example systems, regulation, workforce, governance etc.
- Ensure that media and communications colleagues are well briefed on priority issues with clear lines to take, help develop and draft media lines, and help brief journalists where appropriate.

Supporting members

- Develop relationships with trust leaders on behalf of NHS Providers.
- Proactively identify insights and intelligence for NHS Providers members, and ensure that expertise, policy knowledge and emerging learning on strategically important policy issues are shared across the membership.
- Project manage ad hoc engagement events to shape national policy positions, including offering policy input and supporting agenda planning for the NHS Providers member networks.
- Develop and deliver presentations for NHS Providers' support programmes as required.
- Work alongside the NHS Providers communications directorate to identify, capture and disseminate key issues, challenges, and achievements of our members.
- Contribute to the wider priorities of the organisation, including new provider support offers and development of content for the NHS Providers annual conference and exhibition, as required.

Experience and understanding

PERSON SPECIFICATION

Attributes	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none"> ✓ Experience of analysing complex policy issues and/or developing policy in a comparable setting. ✓ Managing complex stakeholder relationships, particularly at senior level. ✓ Preparation of accessible high-quality outputs e.g. consultation responses, blogs and reports. ✓ Experience of acting as a respected external advocate for an organisation. ✓ Experience of influencing within health and care or a similarly complex environment. ✓ A demonstrable commitment to equality, diversity and inclusion (ED&I), or a willingness to learn about and engage in these issues. 	<ul style="list-style-type: none"> ✓ Experience of membership-based representative organisations. ✓ Experience in health and care policy. ✓ A numerate or technical background, for example work on financial / reimbursement issues in health or alternative industry. ✓ Experience of line or matrix management.
Knowledge	<ul style="list-style-type: none"> ✓ Educated to degree level or equivalent experience. ✓ An understanding of the challenges facing public sector organisations in the current climate. 	<ul style="list-style-type: none"> ✓ Knowledge of the health and care sector. ✓ Knowledge of/understanding of NHS finances. ✓ Understanding of policy challenges when operating in a financially constrained environment.
Skills	<ul style="list-style-type: none"> ✓ Excellent verbal, written, analytical and presentation skills. ✓ Ability to understand, interpret and analyse complex quantitative and qualitative information and technical detail. ✓ Flexibility in response to a rapidly changing external environment and the need to balance proactive and reactive work. ✓ Excellent relationship building and influencing skills, and the credibility to work directly with senior stakeholders. ✓ Ability to work under pressure, manage a full workload and prioritise to meet deadlines ✓ Good team worker. ✓ Ability to contribute to the work and priorities of the wider organisation. ✓ Ability to work with a high degree of autonomy and to initiate policy development activity, which is of benefit to trusts. 	<ul style="list-style-type: none"> ✓ Programme and/or project management.

Job descriptions cannot be exhaustive and so the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.

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

Equality and 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.

Place of work and hours

NHS Providers' office is located in Victoria, London. We are working in a hybrid format, where staff work between one to three days a week in the office. Staff can apply to work permanently at home, and this will be considered on a case-by-case basis, taking into account individual circumstances, the nature of the role and operational needs.

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 and groups

We offer a wide range of benefits:

- 25 days holiday plus 2 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.

For more information, please contact HR by emailing lydia.kirton@nhsproviders.org.

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.

How to apply

Please send a CV and covering letter setting out why you are interested in the role and how you meet the person specification to recruitment@nhsproviders.org by noon, Friday 26 April 2024.

Interviews will take place in the week commencing 13 May 2024.

For an informal conversation about the role, please contact Georgia Butterworth, senior policy manager (georgia.butterworth@nhsproviders.org)