

## Leukaemia UK – Our Charity

Leukaemia UK is growing! We are expanding our team to achieve a step-change in income, profile and impact in 2025 and beyond.

We are a 'small but mighty' charity with one big ambition: to stop leukaemia devastating lives. Over the next 10 years we want to help save and improve the lives of more people with leukaemia through finding and funding life-changing research and campaigning for change.

Despite progress in recent decades, someone in the UK is diagnosed with a blood cancer every 16 minutes and survival rates are among some of the worst of any cancer. And the physical and psychological impact can be lifelong.

Our current strategy outlines our plan to increase our investment into ground-breaking world class research and policy development focused on improving access to kinder, more effective diagnosis, treatment and care for leukaemia and other blood cancers. To do this, we are embarking on a period of significant growth, investing strategically to grow our income, profile, influence, and engagement and impact.

As we begin the fourth year of this ambitious 5-year strategy, we are seeking a talented, creative, and motivated Policy and Evidence Officer to strengthen our policy development activity.

## Team

We are a close-knit team, who are all passionate about Leukaemia UK and putting those affected by the disease at the heart of everything we do. We are all focused on "keeping it real" with pragmatic, practical solutions, as well as ensuring that our charity gets the funding it needs to continue to help those diagnosed with leukaemia and other blood cancers.

From us you can expect fun and creativity, as well as great challenge and support. We may not be about the corporate life here, but we are all about delivering exceptional expertise and making a real change to people's lives.

## Leukaemia UK and You

We are looking for a self-motivated Policy and Evidence Officer to take a leading role in Leukaemia UK's evidence-based policy development that will effectively enable our policy influencing work and position Leukaemia UK as the 'go-to' charity to improve leukaemia outcomes. The successful candidate will be an innovative, driven and forward-thinking individual with a proven track record of developing evidence-based policy positions, recommendations and solutions within the health sector.

The Policy and Evidence Officer will be instrumental in ensuring that all our plans and activities are evidence-driven and meet the needs of patients and those who care for them. The role will be responsible for developing, expanding and maintaining Leukaemia UK's knowledge base that will help us thoroughly understand of how diagnosis, treatment and care are delivered to people affected and how this translates to patient experience and clinical outcomes. Moreover, we want to understand at a policy level the roles of the research and treatment landscapes in improving leukaemia diagnosis, treatment and care.

The successful candidate will be adept at using quantitative and qualitative research to gather intelligence, develop insights and turn them into evidence-based, solution-focused policy positions to drive our policy, health improvement, campaigning and public affairs programme. This includes gathering insights from desk-based research, patient groups, and health experts, as well as contributing our voice to drug appraisals to ensure patients benefit from the latest treatments. This role ensures that the 'patient voice' is heard, while also ensuring that the needs and priorities of individuals with leukaemia and other blood cancers are understood, represented and valued.

## Policy and Evidence Officer - Job Description

This role will be essential in leading our evolving work on drug appraisals to ensure that innovative treatments are approved and become available for patients with leukaemia and blood cancers who can benefit from those treatments.

This role requires the ability to engage patient representatives and a wide range of stakeholders at different levels of seniority, such as healthcare professionals, researchers and policy/health improvement experts to understand what changes are needed across diagnosis, treatment and care of those with leukaemia and other blood cancers. A strong understanding of the health policy landscape, coupled with exceptional communication skills and a keen attention to detail, is essential.

Experience and skills	Knowledge and personal traits
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>✓ Good experience of working in the health policy landscape</li> <li>✓ Good experience in evidence-based policy development</li> <li>✓ Good experience in undertaking evidence gathering exercises</li> <li>✓ Proven experience of engaging and managing a range of external stakeholders and facilitating reference and advisory groups, including people with lived experience</li> <li>✓ Proven experience of cross-team working</li> <li>✓ Good time management skills, with an ability to organise own workload and respond reactively as required</li> <li>✓ Excellent written and oral communication skills, with an ability to disseminate complex information in a way that is easy to understand by a range of audiences</li> <li>✓ Good ability to take on multiple activities and projects at the same time</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>✓ Educated to degree level or equivalent experience in health policy or health related area</li> <li>✓ Knowledge of quantitative and qualitative methods to develop and analyse evidence</li> <li>✓ An understanding of the importance of engaging with people with lived experience of leukaemia and related conditions; with a view to include their insight in our work</li> <li>✓ A high level of accuracy and attention to detail</li> <li>✓ An understanding of health inequalities and the importance of engaging with marginalised groups</li> <li>✓ A strong commitment to equality, diversity, and inclusion</li> </ul>
<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>✓ Experience in medical charities</li> <li>✓ Experience within cancer policy</li> <li>✓ Project management skills</li> <li>✓ Experience in drug appraisals</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>✓ Knowledge of the health system and/or health policy across the UK</li> </ul>

**Role specifics**

**Overview**

This document sets out to define the specific roles and responsibilities for the above role within Leukaemia UK. The roles and responsibilities defined within this document should be read in conjunction with the contract of employment for the person defined within this role. The particulars in this document do not affect the Terms and Conditions of Employment.

Item	Description
Department	Research & Advocacy
Reports to	Head of Policy and Advocacy
Hours	Full-time 37.5 hours per week, Monday to Friday.
Salary Range	£32,000 - £37,000 dependant on experience
Location	Our hybrid working policy is a minimum of two days per month in our London office. For the Research & Advocacy team this will vary dependent on meetings with internal and external stakeholders so your flexibility is a must. Our aim as a team is to work together in the office if and when possible.
Core Job Description	<ul style="list-style-type: none"> <li>• Curate and maintain internal knowledge banks on current diagnosis, treatment and care pathways and how they relate to patient experience and outcomes</li> <li>• Conduct qualitative and quantitative research to explore issues in leukaemia diagnosis, treatment, and care</li> <li>• Collaborate with experts and patient representatives to develop solutions and policy positions</li> <li>• Identify key campaigning issues and support campaign development</li> <li>• Serve as the secretariat for patient and health professional advisory groups (project management, stakeholder management, minutes &amp; actions)</li> <li>• Develop new relationships and track emerging issues relevant to those affected by leukaemia</li> <li>• Lead development and submissions of drug appraisals for Leukaemia UK including tracking the progress of treatments through the different stages of that process</li> </ul>

**Specific Responsibilities**

Working with Research and Advocacy and other teams
<ul style="list-style-type: none"> <li>• Practice and exemplify Leukaemia UK’s values within internal teams and external stakeholders and activity</li> <li>• Work with the Head of Team to support delivery of the organisation’s policy and health improvement strategy – ensuring this takes into account the situation in the four UK nations</li> <li>• Be the key point of contact across the charity for data and evidence in relation to leukaemia patient experience, outcomes etc</li> </ul>

- Work closely with the Research and Advocacy, Marketing and Comms and Fundraising Teams to deliver policy content and evidence where necessary

### **Evidence and Policy Development**

- Further develop, expand and maintain the knowledge base of health data on leukaemia and other cancers aligned with agreed plans
- Use qualitative and quantitative methods to gather and analyse data
- Develop evidence-based and solution focused policy position papers with clear recommendations and calls to actions
- Produce responses to policy and health improvement consultations on relevant policy issues
- Lead development and submission of responses on drug appraisals on behalf of Leukaemia UK, ensuring that clinical expertise and patient voice is in the heart of it
- Create policy briefings to help the Research and Advocacy team as well as MarComms teams to inform plans and activities, including our thought leadership programme
- Support writing of policy-oriented articles for a range of internal and external publications
- Ensure involvement of patient representatives and other beneficiaries to drive forward our policy and health improvement activities
- Work with the Head and Director of the department to ensure that our advocacy and wider charity's activity is supported by accurate data and evidence
- Develop tools to track policy and health improvement development and activities
- Support the Head to develop processes to track and evaluate our policy and health improvement programme

### **Stakeholder Engagement**

- Manage and develop stakeholder relationships and communications of a wide range of professionals such as clinicians, allied health professionals, health policy stakeholders, as well as patients
- Provide secretariat to Leukaemia UK's Advocacy Advisory Panel; manage the Patient Experience Advisory Panel and lead stakeholders' activities as part of the policy and health improvement workstreams
- Act as spokesperson for the charity as and when required.
- Represent the charity and those affected on external groups and alliances, and at external meetings with stakeholders
- Build relationships with key stakeholders in external organisations and partners working in the policy space related to leukaemia and other blood cancers.

### **General Responsibilities**

- Communicate policy and research to a wide range of different audiences, both orally and in writing
- Focus on professional development by attending training to develop relevant knowledge and skills

- Actively promote the core values of Leukaemia UK whilst working towards achieving the strategic objectives of the charity
- Represent Leukaemia UK in relevant charity sector initiatives and ensure that the charity continues to learn from and share information with internal and external stakeholders as appropriate
- Promoting equality of opportunity, diversity, and inclusiveness to ensure that the delivery of people management, policies, and systems through all aspect of the charity are fair, transparent and consistent, without prejudice or discrimination to any internal and external stakeholder
- To carry out any other tasks deemed appropriate by Leukaemia UK