



## Role description

Post:	Policy and Public Affairs Officer
Location:	Home based
Contract type:	Full time
Contract length:	Permanent
Reports to:	Director of Policy, Research, and Information
Grade:	6
Line Manages:	Head of External Affairs

### **Job Purpose:**

The Policy and Public Affairs Officer plays a pivotal role in ensuring that SCIE's evidence, drawn from research and people's lived experiences, influences social care policy and practice.

This high-profile role will be at the forefront of SCIE's work to influence government policymakers, politicians, and other decision-makers in social care, primarily at a national level. Principal responsibilities include developing and delivering influencing strategies, drafting policy papers and legislative briefings, and managing relationships with various stakeholders and key partners. People with lived experience are integral to our policy-influencing activities, helping to shape and co-produce them. The role also requires close working with SCIE's chief executive and senior leaders.

The post-holder will help us grow our profile as an influential, informed, and powerful voice in the social care sector. This will include positioning SCIE to work as a partner to government, responding independently to new government policy, supporting and advising on a range of national policy programmes, initiatives, and influencing guidance and practice. This will only be possible by producing high-quality research and evaluations demonstrating what works and makes a difference in social care, promoting evidence-based good practice. The work is stimulating and challenging, enabling you to further develop your policy and public affairs expertise.

## **Main Duties**

1. Use your policy analysis skills and political insights to produce policy papers with persuasive and credible arguments that advance SCIE's policy-influencing agenda and strategic goals.
2. Help shape and drive SCIE's public affairs work, including working with the Head of External Affairs to determine influencing priorities, managing stakeholder engagement activities, and measuring impact.
3. Use your initiative and understanding of the policy and political landscape to contribute proactively to policy influencing opportunities, e.g., drafting policy reports and legislative briefings, letters to politicians and sector stakeholders, submitting evidence to enquiries, and presenting at external events.
4. Be the lead project manager for policy research projects: leading a team of SCIE researchers and subject experts, gathering, and analysing evidence, involving people with lived experiences, engaging with external stakeholders, and producing reports, insight papers and toolkits.
5. Be responsible for keeping SCIE's stakeholders list up to date with personnel changes in key government departments and other key contacts.
6. Represent SCIE at policy events with external audiences and at meetings with policy leads from other social care organisations.
7. Prepare the chief executive and SCIE's senior leaders for meetings with Ministers, senior civil servants, and MPs, e.g., organising meetings, writing briefings, and responding to requests.
8. Prepare the speeches and presentations of the chief executive and other senior leaders for high-profile events, ensuring these highlight SCIE's key influencing messages.
9. Champion policy and public affairs activities and key messages within SCIE's sector communications, such as our monthly SCIELine bulletin, blogs, and podcasts.
10. Contribute to SCIE's media relations in coordination with the Head of External Affairs and Press and Media Relations Officer, such as crafting media positions and drafting press releases.
11. Share in our commitment to safeguarding adults at risk of harm.
12. Ensure that information is obtained, used, and stored in accordance with our Data Protection and Confidentiality policy.

## **General responsibilities:**

1. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
2. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
3. Work flexibly and positively contributing to good teamwork and the delivery of the SCIE's objectives through matrix working.
4. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
5. Other tasks as may be required, commensurate with the level of the post.

## **General Comment**

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

## PERSON SPECIFICATION

E= Essential

D = Desirable

1. Educated to degree level with a BA in a relevant field. You might also have completed an MA/MSc. E
2. Knowledge of the policy and political landscape developed from previous experience working in a policy or public affairs role, either in government, the civil service, charities, or non-governmental organisations. E
3. Proven experience developing and delivering public affairs strategies and leading influencing activities. E
4. Proven experience producing policy papers and applying policy research skills, such as evidence gathering, analysis and reporting. E
5. Proven experience as a strategic and analytic thinker who can influence policymakers with persuasive arguments, policy ideas and campaigns. E
6. Proven ability to manage a wide range of internal and external stakeholder relationships, including at senior levels, and to engage with people with diverse viewpoints and backgrounds. E
7. Proven experience leading policy research projects. E
8. Proven experience with project management and evidence of project management skills. E
9. Prior understanding of the social care policy landscape and key stakeholders is desirable, but not essential. D
10. Passionate about social care and the people who draw on care. E
11. Prior experience working with people with lived experience is desirable. D
12. A great communicator, with evidence of strong written and verbal communication skills and the ability to convey complex subject matter to different audiences, including through different media. E
13. A self-starter, able to work proactively and with one's initiative to drive SCIE's influencing goals.
14. Ability to work flexibly and manage a portfolio of projects and activities. E
15. Collegiate and willing to work as part of a team with research staff, practice development consultants and others within SCIE. E