



The Association of Directors of Public Health

Job Description

Job title:	Public Affairs Manager
Hours:	Full time
Contract:	Permanent with a probationary period
Salary:	£40,000 – 48,000
Responsible to:	Head of External Affairs

ADPH

The Association of Directors of Public Health (ADPH) is the membership body for Directors of Public Health (DsPH) in the UK. It represents the professional views of all DsPH as the local leaders for the nation's health.

The Association has a heritage dating back over 160 years and is a collaborative organisation, working in partnership with others to strengthen the voice for public health. It seeks to improve and protect the health of the population through collating and presenting the views of DsPH; advising on public health policy and legislation at a local, regional, national and international level; facilitating a support network for DsPH; and providing opportunities for DsPH to develop professional practice.

Job purpose

- Manage and develop the ADPH Collective Voice Work Programme.
- Lead and deliver the ADPH's public affairs and influencing work.
- Build and develop relationships with key external stakeholders.

Key relationships

- ADPH Board.
- ADPH Council and Policy Advisory Groups.
- Stakeholder organisations.

Accountability and reporting

Accountable to the ADPH President, Board and Council through the Head of External Affairs.

Principal responsibilities

Influencing and public affairs

- Support the Head of External Affairs in the production and implementation of the ADPH External Affairs Strategy.
- Develop and deliver influencing plans for key priorities.
- Increase ADPH's parliamentary presence to ensure the DPH voice is shared and understood.
- Strengthen our profile and reach into key Government departments.
- Horizon scanning to ensure early identification of issues and opportunities around key public health topics, the public health workforce, funding and other system issues.
- Collate and frame ADPH recommendations through briefings, letters, position statements, consultations, publications etc.
- Ensure members are well briefed on key parliamentary and Government developments.
- Ensure effective public affairs input to projects across the team.
- Relationship mapping.
- Stakeholder management to form strong, collaborative partnerships and add value to all ADPH work.
- Deputise for the Head of External Affairs as required.

Management

- Manage and develop the ADPH Collective Voice Work Programme.
- Participate in, lead, and manage relevant cross-team projects.
- Seek sponsorship and funding opportunities.
- Line manage Administrators/Coordinators as required.
- Work across the ADPH Team, including close working with the other programme managers.
- Any ad hoc duties as requested by line manager or Chief Executive/Deputy Chief Executive.

Professional

- Comply with all ADPH policies and protocols including confidentiality.
- Uphold the ADPH values: members first; excellence; collaboration; inclusion; professionalism.

This job description will be reviewed not less than annually as part of the appraisal process.