

JOB DESCRIPTION

- Job Title:** ➤ Public Affairs Officer
- Department:** ➤ Policy and Strategy
- Salary:** ➤ £36,920 per annum + generous benefits
- Reporting to:** ➤ Public Affairs Manager
- Term:** ➤ Permanent, full-time
- Location:** ➤ Victoria, London (hybrid working with one to three days in the office each week)
- 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 £124bn of annual expenditure and employing 1.5 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 work 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

This role supports the delivery of NHS Providers’ public affairs strategy in the interests of NHS trusts and foundation trusts, including parliamentary, government and stakeholder relations.

We are looking to recruit someone who is passionate about parliament, public affairs and policy to join our team to support the delivery of our ambitious public affairs and stakeholder management programme.

The postholder will support our parliamentary, government and stakeholder engagement, with the aim of ensuring that the voice of our members is heard across Westminster and Whitehall and that our influence as the voice of the NHS frontline is strengthened with key decision makers. This includes helping to ensure that trusts and NHS Providers colleagues are well-briefed on key parliamentary and government developments and providing administrative support to the public affairs team.

In a given week you may be asked to do some of the following:

- draft parliamentary questions and letters to MPs and Peers,
- provide secretariat support for a series of roundtable meetings,
- live monitor and summarise debates in parliament or the Covid-19 Inquiry,
- update our parliamentary and stakeholder contact and meeting trackers,
- coordinate select committee briefing packs and draft parliamentary briefings,
- research MPs and peers with a health interest.

This position is ideal for an individual looking to develop their career in public affairs, who has enthusiasm for taking on a wide range of responsibilities, and who thrives in a fast-paced environment. Prior knowledge of the health sector and the NHS would be beneficial but is not

essential. The successful candidate will be able to demonstrate transferrable skills and understanding from working within a similarly complex stakeholder area.

Accountabilities

Political and parliamentary monitoring

- Work with public affairs colleagues to monitor and disseminate relevant parliamentary, political and stakeholder developments and feedback timely intelligence to colleagues.
- Live monitor parliamentary debates and select committee hearings, picking out the key questions which might have implications for NHS trusts.
- Track the progress of bills and other parliamentary activity.
- Support our work on the UK Covid 19 inquiry by monitoring public hearings, producing summaries and briefings and drafting updates for members.

Stakeholder engagement and events management

- Work with colleagues to manage the stakeholder meetings briefing process for the chief executive and deputy chief executive, and assist in managing NHS Providers' stakeholder engagement programme.
- Secure meetings and arrange events including arranging, preparing for, attending and following up meetings with stakeholders.
- Support the project management of NHS Providers' involvement at events such as stakeholder roundtables, the main political party conferences and NHS Providers Annual Conference and Exhibition.
- Help to identify opportunities for parliamentary interventions and relationship development across Westminster and Whitehall.
- Develop contacts in parliament, government and with other stakeholders.

Developing communications, briefing and evidence

- Work with colleagues to develop high-quality written communications for a variety of audiences (including government, parliamentarians, political staff, civil servants, statutory bodies and members) including parliamentary briefings, select committee submissions, letters and parliamentary questions.
- Develop briefings, often within short timescales, for NHS trusts on key political announcements such as the Budget.
- Support the publication and dissemination of NHS Providers reports and briefings.

Providing support and maintaining public affairs systems

- Provide administrative support for the public affairs function, including maintaining NHS Providers' stakeholder management systems and keeping track of parliamentary engagement.
- Maintain the public affairs resources on the NHS Providers website.
- Undertake any other reasonable tasks or duties as requested as well as any other duties as may be required either on a temporary basis or following mutually agreed changes to this job description as a result of organisational changes.

Safety

- Health and Safety at Work Act: The jobholder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to co-ordinate with management in the promotion and maintenance of health and safety measures.

Person specification

Attributes	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none"> • Experience of public affairs (whether through in-house, consultancy or parliamentary routes) • Experience of summarising and presenting complex information and carrying out self-directed research • Experience of organising events and / or providing secretariat support • A demonstrable commitment to equality, diversity and inclusion or a willingness to learn about and engage in these issues 	<ul style="list-style-type: none"> • Experience of working with stakeholders, clients, trade association members or similar
Knowledge	<ul style="list-style-type: none"> • Knowledge of parliamentary procedure and key events in the parliamentary timetable • Broad understanding of the challenges facing public sector organisations • Willingness and ability to learn about new topics 	<ul style="list-style-type: none"> • An interest in health policy and knowledge of the health sector

Skills	<ul style="list-style-type: none"> • Strong verbal, written, analytical and presentation skills including the ability to adapt written approach for different audiences and purposes • Proficient in Microsoft Office • Ability to work to meet deadlines, manage a workload and take initiative to support a busy team • Strong attention to detail, with commitment to accuracy and taking care in tone and positioning • Excellent project and time management skills, including ability to prioritise multiple tasks, effectively and work to tight, fixed deadlines • Strong interpersonal skills and track record of effective team working 	<ul style="list-style-type: none"> • Comfortable with a variety of relevant IT software, including content management systems and stakeholder databases
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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.

Equality and diversity

We are 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 and five days a week in the office. 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

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
- annual health checks and 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 4 October.

Interviews will take place in the week commencing 14 October.

For an informal conversation about the role, please contact public affairs manager, David Evans (david.evans@nhsproviders.org).