**JOB DESCRIPTION**

### POST: Policy Officer

**GRADE: Operational 1**

**DIRECTORATE: Medical Schools Council**

**RESPONSIBLE TO: Policy Adviser**

A well organised, calm, tenacious and effective Policy Officer is required to join a busy office working at the interface between healthcare and higher education. The role holder will have policy responsibility for a number of committees, alongside event and basic project management. These roles will support a combination of the Medical Schools Council and the Association of UK University Hospitals.

The role holder will need to have excellent written and oral communication skills, be well organised and have the ability to multi-task and work well under pressure. It will provide an ideal opportunity for someone looking to develop a career in health or higher education policy as it involves exposure at the highest level to many aspects of education, research and service delivery in medical, dental and veterinary schools and in university hospitals.

**Background:**

The Medical Schools Council provides the Secretariat for separate but complementary organisations at the interface between healthcare and higher education: the Medical Schools Council (MSC), the Dental Schools Council (DSC), the Pharmacy Schools Council (DSC), the Veterinary Schools Council (VSC), the Association of Dental Hospitals and the Association of UK University Hospitals (AUKUH). In turn each of these organisations comprises working groups and sub-committees working with clinical academics and NHS leaders at the highest of levels.

The MSC runs a number of high profile programmes of work focusing on optimising assessment processes and widening participation. These innovative projects are world-leading and make a big impact on medical education in the UK. MSC is a data driven organisation that focuses on evidence based policy making.

**MAIN RESPONSIBILITIES**

The role holder will have responsibility for:

* Organising and supporting committee meetings. This work will include; agenda setting, preparation of papers, drafting and circulating minutes, and following up on actions
* Working with the committees they support to develop policy to further the aims of the organisations they work for
* Carrying out research to support policy development in relevant areas
* Drafting, advising on and collating consultation responses
* Event management. Arranging events for up to 100 attendees, including scoping, booking and liaising with venues, organising attendees and on the day administration
* Maintaining membership records and systems
* Producing correspondence and documents, and maintaining records using a variety of software packages
* Liaising with staff in other departments and with external contacts
* Responding to telephone and email enquiries from members of the public and members
* Planning and organising own work, improving own performance and working as part of a small team
* Assisting the Chief Executive and other colleagues
* Undertaking any other tasks/duties as may be reasonably required

The Policy Officer will also be expected to maintain an appropriate level of familiarity with general policy development in their areas of work and to keep abreast of developments in relevant legislation and good practice.

This job description will be reviewed and amended in the light of changing professional demands.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

**PERSON SPECIFICATION**

**Essential Knowledge, Skills and Experience:**

* An undergraduate degree or equivalent
* Experience of policy development, ideally in healthcare or education
* Demonstrable ability to grasp detail quickly and a willingness to learn
* Diplomatic with an ability to work effectively with staff at different levels of seniority
* Numerate with good oral and written communication skills
* Demonstrable ability to work under pressure and meet deadlines
* An ability to work flexibly and take on new challenges
* Proven problem solving ability
* Excellent organisational and general administration skills
* Attention to detail
* Excellent IT skills, including Word, Excel, PowerPoint. Universities UK currently uses Microsoft Office 2010

**Desirable Knowledge, Skills and Experience**

* Experience of working in a membership organisation
* Understanding of the health service or veterinary medicine and of higher education