



### **Policy research officer vacancy**

The UK Health Forum is an alliance of 70 organisations working with and through our members to prevent non-communicable diseases (NCDs) such as coronary heart disease, cancer and diabetes.

We focus on up-stream measures targeted at the four shared modifiable risk factors of poor nutrition, physical inactivity, tobacco use and alcohol misuse.

We are particularly interested in addressing the wider economic, social and environmental determinants of disease, and identifying the potential co-benefits for health inequalities, sustainable development, climate change and social justice.

We are looking for an experienced policy research officer to join our small policy team.

The successful candidate will have a track record in managing innovative public policy development projects and undertaking policy research, analysis and advocacy.

You will be able to show how you have already contributed to influencing decision-makers effectively.

You will be able to juggle a complex policy agenda, proactively build and manage stakeholder networks, and work collaboratively.

This is a full-time, one-year fixed term position to cover maternity leave. The successful applicant will be based at the UK Health Forum offices in Blackfriars, central London. The contract is subject to a three month probationary period.

If you wish to apply, please submit a CV and covering letter (no more than 2 sides of A4 please) to [modi.mwatsama@ukhealthforum.org.uk](mailto:modi.mwatsama@ukhealthforum.org.uk) or post to: Modi Mwatsama, UK Health Forum, Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8JX.

The deadline for applications is: **Friday 24 March 2017**

If you wish to discuss this position please contact Modi Mwatsama in the first instance on 020 7832 6938.

Interviews will be held on Wednesday 5th April 2017.

Unfortunately, we are unable to respond to all applications. If you have not heard from us by Friday 31 March 2017 then please assume you have been unsuccessful in your application on this occasion.

Only eligible EU/Visa/Work Permit applicants need apply.

We are an equal opportunities employer. Please let us know if you require any adjustments to enable you to apply or attend an interview.

Job Description – UK Health Forum

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| <b>Job Title:</b> Policy research officer  |
| <b>Reports to:</b> Modi Mwatsama, Director: Policy & Global Health   |
| <b>Contract:</b> 12 months maternity cover   |
| <b>Hours:</b> 37.5 per week  |
| <b>Salary:</b> £30k, plus generous pension contribution  |
| <b>Based at:</b> UK Health Forum, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX   |
| <b>Job purpose:</b>  |
| To manage a portfolio of innovative public health policy development projects and support the UK Health Forum's (UKHF) policy research, analysis and advocacy efforts.   |
| <b>Key responsibilities and accountabilities:</b>  |
| <i>Primary responsibilities</i>  |
| 1. With the support of the Director of Policy and Global Health, oversee the development, delivery and evaluation of the UKHF's policy-influencing projects.   |
| 2. Undertake discrete pieces of research, policy analysis and development in support of wider UKHF work to prevent avoidable NCDs.   |
| 3. Manage coordination and delivery of the UKHF's policy advocacy efforts including policy positions and briefs; consultation responses and evidence submissions; working with key members, coalitions and networks; and general advocacy activities.                              |
| 4. Organise and manage seminars, workshops and other thought leadership events in order to engage key stakeholders, to develop and test policy thinking, and shape the public health policy debate.  |
| 5. Monitor current news and developments in public health policy and assess the relevance of the information for UKHF. Alert colleagues to relevant developments and write briefings on their implications for NCDs prevention for internal and external audiences as appropriate. |
| 6. Manage the day-to-day function and ongoing development of the Healthy Places online resource.   |

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| <u>Other responsibilities</u>   |
| 7. Maintain policy team representation on UKHF wide activities including the corporate website, social media, and engagement with Board of Trustees as appropriate. |
| 8. Ensure that the policy sections of the UKHF website are kept up to date.   |
| 9. Support UKHF activities to generate funding for the organisation.  |
| 10. Undertake any other reasonable activities as requested by the Director of Policy and Global Health.   |

## Person Specification: Policy Research Officer

### 1. Knowledge and skills

#### Essential

- Relevant degree qualification or equivalent
- Analytical research skills
- Able to assess and interpret complex information
- Able to compile persuasive, strategic reports and recommendations
- Able to prioritise, plan, deliver and evaluate timely projects and activities to meet agreed objectives and deadlines
- Able to identify and target appropriate audiences
- Able to build and manage relationships effectively
- Strong written, oral and digital communication skills
- Strong interest in the national policy-making and legislative process
- A high level of motivation and initiative
- Able to work as part of a team
- Able to organise and prioritise work to meet deadlines

#### Desirable

- Understanding of the public health sector

### 2. Experience

#### Essential

- Experience of working in a Policy, Public Affairs or Campaigns Team
- Experience of conducting desk-based research
- Experience of analysing, interpreting and developing policy
- Experience of writing reports and policy documents for internal and external use
- Experience of building and maintaining effective alliances and networks

#### Desirable

- Experience of working with or for a charity
- Experience in public health

**Benefits of working for UK Health Forum**

- Competitive salary of £30k
- Employer contribution to pension scheme of up to 10% of salary
- Annual leave of 27 days per annum, plus bank holidays
- Personal development opportunities – time and funding as agreed
- Interest-free season ticket loan