



JOB DESCRIPTION

HEAD OF POLICY AND STRATEGY

Reports to:	Managing Director
Internal Relationships:	Executive Team Board of Directors Members Clinical experts
External Relationships:	Audiology and ENT sector organisations Health regulators UK governments and health services Parliamentarians and other strategic influencers

Purpose of Role

- Maintain evidence-based policy positions for the organisation and promote externally
- Raise the profile of hearing loss, so policymakers recognise it as the major and growing public health challenge it is
- Increase the NCHA's reach and networks of influence to modernise the way the UK delivers audiology services
- Continue to develop, promote and lead the delivery of the NCHA's strategic goals.

Responsibilities

Strategy:

1. Develop policy goals with the Board and Executive Team
2. Develop and execute strategic priorities to achieve organisation goals – including planning, implementation and reporting back to Executive Team and Board
3. Obtain and evaluate information about sector trends, threats and opportunities, and use these to ensure the organisation meets its goals

4. Facilitate close collaboration across the sector to align strategic objectives and maximise benefits on behalf of patients and members
5. Develop partnership working across the private, public and third sectors to support strategic aims.
6. Represent the NCHA and communicate and advocate its policy positions externally.

Policy and public affairs

1. Develop, maintain and manage effective relationships with decision-makers – parliamentarians, influencers, government departments, NHS commissioners, partner organisations
2. Communicate the NCHA's purpose and goals to members and stakeholders
3. Ensure strategic priorities are credible and evidence-based
4. Track and measure the impact of policy initiatives
5. Oversee monitoring and analysis of relevant healthcare policy in the UK to inform the strategic development of the organisation
6. Prepare, clear and submit consultation responses on behalf of the NCHA.

Guidance and advice:

1. Support members with advice (as expertise develops) on NHS commissioning, procurement, competition rules, pricing systems, policymaking and public affairs strategies
2. Lead development of guidance where appropriate.

Other:

1. Play an active role in the overall management and decision-making of the organisation
2. Draft agendas and papers for the Board and fulfil other strategically important functions
3. Other duties as required which are reasonable and within your capabilities.

Person Specification

Experience

- Essential Policy and public affairs experience
Experience in strategy development
Stakeholder management.
- Desirable Civil service experience or similar experience working with governments
Expertise in health policy and/or health economics
Working in a range of settings – private, public and third sectors.

Education/Qualifications

- Essential: Degree level education or equivalent experience.
- Desirable: MSc in health policy
Evidence of professional development.

Skills and Knowledge

- Essential:
- Strong interpersonal and oral communications skills
 - Ability to think strategically
 - Ability to build and maintain positive working relationships with a wide range of stakeholders spanning the private, public and third sector
 - Excellent written and communication skills
 - Ability to analyse and present data
 - Ability to prioritise, plan and work under pressure
 - Record of delivering effective results
 - Good team working, networking, management and influencing skills
 - Personal drive and motivation
 - Ability to work on own initiative and be proactive.
- Desirable:
- Understanding of regulation, healthcare and business.

Personal Attributes

- Strong leadership, influencing and team-working skills
- Effective communicator
- Thrives on innovative thinking and successfully achieving beneficial change
- Personal resilience in working with those who oppose change
- Attention to detail, organisation, accuracy and timeliness

- Sets and delivers high standards for self and others
- Flexible in approach.

Other Information

- **Flexibility** – required to work flexible hours as necessary to ensure that tasks are achieved. Some out-of-hours meetings and overnight stays within the UK will be required.
- **Confidentiality and discretion** – member and policy development information is highly confidential and it is essential this is respected at all times by following strict organisational controls.
- **Equal opportunities and tackling inequalities** – a fundamental part of the role is to tackle inequalities in access to care and promote and support the principles in the Equality Act and similar legislation.