



**Job title:** Policy and Public Affairs Officer

**Location:** Scotland

**Reports to:** Policy, Public Affairs and Campaigns Manager (PPCM)

### **Introduction to multiple sclerosis and the MS Society**

Over 130,000 of us in the UK have multiple sclerosis (MS). It's unpredictable and different for everyone. It's often painful and exhausting, and can cause problems with how we walk, move, see, think and feel. It can make it hard for us to work, and do the things we enjoy. But it doesn't have to be this way.

We're the MS Society – a community of people living with MS, scientists, campaigners, volunteers and fundraisers. We understand what life's like with MS, and we support each other through the highs, lows and everything in between. And we're driving research into more – and better – treatments for everyone. Together, we are strong enough to stop MS.

### **Purpose**

To enhance the profile of the MS Society within Scotland, among decision makers and the public, and to implement campaigns and policy initiatives based on the experiences of people living with MS.

To support the Policy, Public Affairs and Campaigns Manager to mobilise the Scotland MS in Community to make a powerful case for continued improvement in the treatment, care and support of people living with MS.

To contribute to the overall implementation of the team's objectives.

### **Key relationships:**

#### Internal

The post holder works closely with the rest of the Scotland team and within policy, influencing and campaigns colleagues across the UK.

#### External

The post holder works closely with Members of the Scottish Parliament Peers, Scottish Government officials and policy advisers, health and social care professionals, policy research bodies, and third sector organisations.

### **Key accountabilities:**

Our Policy and Public Affairs Officer will support delivery of our Research and External Affairs strategy to deliver our strategic goals by:

### **1. Business plan implementation**

1a Evidence based policy development

1b Respond to Scottish Government relevant legislative bodies and other key decision making bodies and promote MS Society policy positions in the legislative and decision making process

1c Support the implementation of a campaigns strategy for the MS Society in Scotland

1d Support the and delivery of our digital communications offer in Scotland

1e Deputising for the PPCM at policy and other relevant events

### **2. Team work**

### **3. Monitoring and reporting on performance**

#### **General**

#### **Our values**

We expect everyone who works with us to model and promote our values:

#### **Bold**

We are brave and innovative. We're not afraid to take risks and speak out, even when it is not easy. We are pioneering and dynamic in our approach to achieving our goals. We will campaign and push boundaries, and will not give up until we have beaten MS.

#### **Expert**

People with MS are experts in their own condition. We bring together their own experience and knowledge, along with that of staff, volunteers and professionals, and the best available evidence, to improve the lives of people affected by MS.

#### **Ambitious**

We do not accept the status quo. We set high standards and work hard to reach them, driving real change. We push the boundaries and are positive about beating MS.

#### **Together**

We achieve success by working with the whole MS community. We are collaborative and inclusive in our approach to succeed in delivering our goals. Everything we do shows we support and care about each other.

#### **Detailed Responsibilities**

##### **1. Business plan implementation** *90% total of all items below 1a, 1b etc*

- Planning work to ensure we meet our deadlines.
- Focussing work to deliver the team's business plan and contribute to the achievement of our strategic aims and priorities.
- Contributing to a clear focus on driving improvements in quality, impact and performance.

##### **1a Evidence based policy development 30%**

- Embracing co-production and collaboration, to seek input from colleagues (staff and volunteers) from across the MS Society, from external stakeholders and from people living with MS
- To work with PPCM and colleagues in the UK wide external affairs team to deliver projects to address evidence gaps.
- To support the production of evidence-based material for submission to Scottish Government, legislators, policy makers and other statutory bodies.
- To support planning and organisation of workshops, seminars and roundtables that engage the professional community and decision makers on matters of concern to people living with MS in Scotland

### **1b Respond to Scottish government, relevant legislative bodies and other key decision making bodies and promote MS Society policy positions in the legislative and decision making process 30%**

- Work with PPCM to respond to relevant policy documents and consultations, in consultation with the central UK policy team.
- Compile briefings for MSPs and Members of the Scottish Government and work with the central UK policy teams to advise Scottish MPs and Peers on specific issues.
- Work with the PPCM and the central policy team to develop policy positions and ensure that MS Society policy positions are sensitive to the specific needs of people with MS in Scotland
- Support the team with the Cross Party Group as needed.
- To monitor parliamentary business to identify opportunities to influence MSPs

### **1c Support the implementation of a campaigns strategy for the MS Society in Scotland 20%**

- Working with the Policy Press and Campaigns Manager, engage with and MSPs to ensure that MS and the MS Society has a high profile at the Parliament and at Westminster.
- Support the delivery of campaigns to deadlines, achieving measurable results and evaluating them against objectives.
- Work with communications colleagues to gather and record case studies for use in campaigning, and communications work.

### **1d Contribute to the delivery of our digital communications offer in Scotland 5%**

- As part of the team support the development of a strong and representative social media presence in Scotland

### **1e Deputising for the PPCM at policy and other relevant events 5%**

- To represent the MS Society at relevant internal and external meetings

and committees, as agreed with the PPCM

## **2. Team work 5%**

- Contribute to the work of the broader team.
- Developing and maintaining effective working relationships across the department, directorate and organisation as a whole.

## **3. Monitoring and reporting on performance 5%**

- Monitoring performance information against objectives, outcomes and KPIs.
- Taking corrective action in a timely manner when necessary.
- Contribute to the impact measurement of the team's work in accordance with our outcomes framework.

### **General**

- Compliance with our governance procedures, policies and procedures.
- Contribute to a positive working environment in which equality and diversity are valued and members of staff are enabled to do their best.
- Responsible for the effective use of financial and other resources.

### **Other duties**

- To be prepared to travel to meetings across the UK and be away from home overnight, as the job reasonably demands.
- To undertake any other works as could be expected of an Policy and Public Affairs Officer.

### **Person specification**

In addition to demonstrating our core MS Society competencies that are listed at the end of this job description, the role requires knowledge and skills in the areas of:

### **Qualifications**

#### **Essential**

- A levels/equivalent qualification or
- Relevant professional experience, which demonstrates equivalent academic skills
- Evidence of continuous professional development.

### **Experience**

#### **Essential**

- Substantial experience in an external facing role
- Proven experience of producing excellent and persuasive written and oral communications, including clear and concise policy briefings, reports, and effective presentations
- Proven track record of negotiating with, and influencing, high profile individuals within the political and policy making sphere
- Experience in influencing change

## Desirable

- Experience of organising events and meetings
- Experience of internal / external collaborative working and partnership develop
- Facilitation of complex groups including managing meetings and conflicting points of view
- Proven experience of delivering projects
- Experience of communications and digital media

## **Knowledge and skills**

### Essential

- Excellent written and verbal communication skills, with the ability to communicate effectively in a wide range of media and with diverse audiences
- Ability to work independently but part of a larger 'virtual' team
- Commitment to collaborative team work
- Commitment to inclusive working, ensuring equality and valuing diversity
- Good organisational and workload management skills
- Excellent IT skills, in particular using Microsoft Office packages
  
- Excellent interpersonal skills, able to influence/persuade a wide range of stakeholders

## Desirable

- A good understanding of the decision making structures and political context surrounding health and social care, especially at local and regional level
- Facilitation and relationship building skills
- Project management, including collaborative projects involving multiple organisations
- Full Driving licence

## **Employment terms**

**Grade:**                    **Band E, Level 1**

**Signed by post holder**

**Date**

**Signed by Executive Director**

**Date**



## MS SOCIETY JOB DESCRIPTION

### MS Society Core Competencies

June 2020

Competence	Descriptor: behaviours that can be observed	Linked to BEAT values
Fosters co-production	<p><b>Acts with and for the MS Community, seeking the expertise of people living with MS to co-produce services and solutions.</b></p> <p><b>As a team manager, supports individuals to deepen their knowledge and understanding of the MS Community, sharing their own experience and examples of doing so.</b></p>	<p><b>Together</b></p> <p><b>Expert</b></p>
Open to change and innovation	<p><b>Challenges the status quo to find new and better ways of working, adapting and responding to change and learning from failure.</b></p> <p><b>As a team manager, supports and motivates team to try new things, pursue innovation that leads to better organisational outcomes, and share lessons from failures.</b></p>	<p><b>Bold</b></p> <p><b>Ambitious</b></p>
Sound decisions	<p><b>Makes timely decisions with appropriate information, balancing evidence and insight with appropriate risk assessment and action.</b></p> <p><b>As a team manager, makes and acts upon clear, transparent and timely decisions even in challenging circumstances, encouraging robust dialogue around assumptions and outcomes.</b></p>	<p><b>Ambitious</b></p> <p><b>Expert</b></p>

<b>Collaborative working</b>	<p><b>Invests time and energy to establish trust and build positive working relationships with individuals and teams across the organisation.</b></p> <p><b>As a team manager, actively enables learning and working as a team, supporting the work of other teams and creating opportunities for cross organisational working.</b></p>	<b>Together</b>
<b>Effective Communication</b>	<p><b>Demonstrates active listening skills and communicates clearly and succinctly in a range of formats, tailoring messages to audiences as appropriate.</b></p> <p><b>As a team manager, engages team through seeking feedback, listening and responding to different viewpoints while ensuring everyone is clear about key messages, role expectations and organisational goals.</b></p>	<b>Together</b>  <b>Expert</b>
<b>Outcome focussed</b>	<p><b>Focuses on impact and the priorities, resources and deliverables needed to achieve desired outcomes.</b></p> <p><b>As a team manager, maintains focus on successful outcomes rather than hours worked, empowering and trusting people to be responsible and accountable for their work.</b></p>	<b>Bold</b>  <b>Together</b>
<b>Inclusivity</b>	<p><b>Treats people fairly and respectfully regardless of background, role or status, seeking to understand and incorporate different values and viewpoints into decisions and work.</b></p> <p><b>As a team manager, promotes an inclusive culture that recognises and values what each individual brings to the team, ensuring reasonable adjustments are put in place to support this.</b></p>	<b>Together</b>
<b>Accountability</b>	<p><b>Takes responsibility for work and personal actions; delivers on commitments, indicating where work is behind and help is needed, and acknowledges and learns from mistakes.</b></p>	<b>Bold</b> <b>Expert</b> <b>Ambitious</b>

	<b>As a team manager, sets and communicates clear expectations for self and others, speaks up and appropriately challenges when things aren't working and addresses problems quickly and transparently.</b>	<b>Together</b>
<b>Tech Savvy</b>	<p><b>Embraces rapidly changing technology solutions, and understands how technology improves delivery of goals and drives efficiency and effectiveness.</b></p> <p><b>As a team manager, creates opportunities to explore and learn about the changing technology environment, apply learning and champion digital innovation.</b></p>	<b>Bold Ambitious</b>

