



Job Description

Section 1 - Description

Job Title: Policy Intern – Obesity Action Scotland (fixed term contract six months 1st October 2021 to 31st March 2022)

Salary: Grade 3 - £22,782, 35 hours per week

Location: Glasgow/home hybrid working

Reports to: Policy and Evidence Manager – Obesity Action Scotland

Date: July 2021

Section 2 - Job Purpose

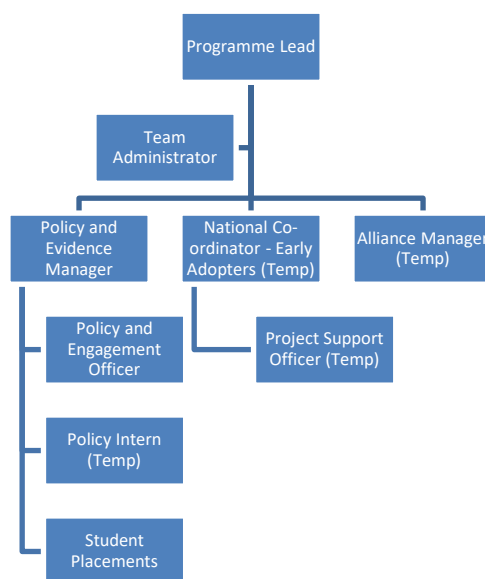
To provide research, policy and communications support within Obesity Action Scotland. Obesity Action Scotland is a national advocacy organisation concerned with preventing overweight and obesity through improved diet and food environments. Obesity Action Scotland is hosted and supported by the Royal College of Physicians and Surgeons of Glasgow.

The post holder will report to the Policy and Evidence Manager. The Policy Intern will work closely with the team to:

- actively support the analysis and interpretation of research and policy papers
- assist in the production of evidence-based briefings and materials
- assist in the creation and posting of website and digital media content

This post is provided on a fixed term basis to provide temporary support.

Section 3 - Organisation Chart





Section 4 - Main Responsibilities and Role

The key activities within this post include

- Analyse and interpret key obesity data sources and research papers
- Present research and data in briefings and infographics
- Generate and post content on OAS website and social media channels

Core Competencies

- **Knowledge generation and management:** excellent research and data analysis skills
- **Communicating:** excellent communication skills, oral and written
- **Planning and Organising:** a dynamic and varying workload will require the postholder to be able to meet deadlines and adapt workloads to meet varying priorities
- **Motivated:** ability to initiate and complete tasks
- **Team Work:** ability to work as part of a small team, sharing key skills and knowledge

General Responsibilities

- Manage and prioritise workload and ensure that deadlines are met
- Maintain positive and constructive working relationships with all members of the staff team and ensure that all staff are kept up to date with relevant issues and developments
- Maintain confidentiality, as appropriate, with sensitive or privileged information, including day to day observance of data protection guidelines
- Adhere to all internal and external policies, procedures and contribute constructively, as required, to their ongoing development
- If required, work outside normal working hours for which time off in lieu (TOIL) will be given
- Have regard for your own personal health and safety and that of those around you

Section 5 – Knowledge, Experience and Skill Set Required

Competence	Essential Criteria	Desirable Criteria
Knowledge Generation and Management	Educated to degree level in a relevant subject	An understanding of the relationship between determinants of health, food and drink, nutrition and obesity prevention.
	Excellent research skills (qualitative or quantitative or both)	
	An understanding of policy environments	
Communication skills	Excellent oral and written communication skills	Proof reading skills
	Ability to present information in an effective and engaging manner	
Planning and organising	Ability to manage multiple projects on tight deadlines	



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Motivated	Ability to initiate and complete tasks with minimum supervision, seeking input from others as required	
Team Work	Experience working within a team	
General	Reliable and willing to support a range of projects and tasks as directed by the Programme Lead	
	Discretion, Sensitivity, Professionalism	