



Job Description

Section 1 - Description

Job Title: Policy and Engagement Officer – Obesity Action Scotland

Salary: Grade 4 £26,580, 35 hours per week

Location: Royal College of Physicians & Surgeons of Glasgow/home hybrid working

Reports to: Policy and Evidence Manager – Obesity Action Scotland

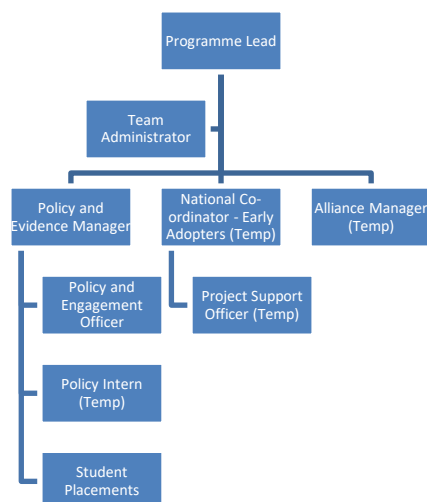
Date: June 2021

Section 2 - Job Purpose

Reporting to the Policy and Evidence Manager, the Policy and Engagement Officer will be responsible for the implementation and delivery of research, reports and digital communications that support the objectives of 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 Policy and Engagement Officer will be actively involved in the analysis and interpretation of research and policy papers and production of evidence-based briefings and materials. The postholder will co-ordinate the communications activity of Obesity Action Scotland through digital media.

Section 3 - Organisation Chart





Section 4 - Main Responsibilities and Role

The key activities within this post include

- ✚ Gather, analyse and interpret research on obesity, its causes and health consequences
- ✚ Analyse and interpret key obesity data sources
- ✚ Present research and data in briefings, report, blogs, presentations and infographics
- ✚ Develop, co-ordinate content and monitor performance of digital communications including our website, twitter and Facebook
- ✚ Plan, co-ordinate and schedule content for public affairs campaigns, including those with partnership organisations, across multiple channels
- ✚ Gather, research and analyse data and information to support the development and delivery of policy statements and key messaging

Core Competencies

- ✚ **Knowledge generation and management:** excellent research and data analysis skills
- ✚ **Communicating:** excellent communication skills, oral and written. Experience of content creation for digital communications platforms and campaign monitoring
- ✚ **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

- ✚ Deliver high quality work that protects and enhances OAS reputation as an evidence-based organisation
- ✚ Co-ordinate and advise on communication strategies, campaign planning and monitor the performance of our digital media channels
- ✚ Participate in the setting of team objectives and lead on the planning and implementation of digital communication objectives
- ✚ 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.
	Demonstrable experience of researching and analysing data and evidence	Understanding of political contexts and the workings of Scottish Parliament and Scottish Government
	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	Experience in use of digital engagement analytics
	Experience managing and generating engaging digital media content	
Planning and organising	Ability to manage multiple projects on tight deadlines	Strong interpersonal skills to interact effectively with stakeholders
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 required	
	Discretion, Sensitivity, Professionalism	