

ASH Scotland

Job description



Job title:	Policy Officer
Team:	Policy, Information and Communications Team
Responsible to:	Senior Manager – Policy, Information and Communications

Job purpose:

The Policy Officer supports development of ASH Scotland’s evidence and lived experience informed policy positions through identifying and analysing policies related to tobacco control and public health improvement internationally, nationally and at community level in Scotland with oversight by the Senior Manager (Policy, Information and Communications).

The post holder contributes towards ASH Scotland’s advocacy work aiming to reduce the harms caused by the use of tobacco and related products in Scotland and deliver a tobacco-free generation by 2034.

Main tasks:

1. To produce high quality briefing, policy information and reports as part of ASH Scotland’s work to support the implementation of the Scottish Government’s ‘Tobacco and Vaping Framework: A Roadmap to 2034’ across the country’s communities to achieve the aim of a tobacco-free Scotland by 2034.
2. To monitor and track the development of strategies, action plans as well as best policy and practice exemplars in tackling the use of tobacco and related products both internationally, nationally in Scotland and in each of the 14 regional NHS health boards and 31 local health and social care partnerships.

3. To liaise internally and with relevant key partners and expert stakeholders in analysing and drafting ASH Scotland's evidence and lived experience informed responses to consultations by the Scottish Government, the UK Government, parliamentary committees or other calls for views/evidence relevant to tobacco control or public health.
4. To contribute to internal discussions with the Senior Manager (Policy, Information and Communications), Senior Manager (Engagement) and Chief Executive regarding ASH Scotland's policy positions and promote agreed policies externally with stakeholders, including NCD Alliance Scotland, the Scottish Coalition on Tobacco (SCOT) and the Scottish Parliament's Cross Party Group on Improving Scotland's Health.
5. To develop and maintain a comprehensive understanding of the health and social care policy and practice landscape relating to tobacco control and public health improvement in Scotland to build and strengthen relationships through participation in relevant national, regional and local networks.
6. To support (as required) the production of content for ASH Scotland's website, social media and other communication channels, engagement activities with elected representatives and regional/local public relations promoting the charity's work with decision-makers and in communities across Scotland.

Responsibilities of all ASH Scotland staff

- Manage and prioritise workload and ensure that deadlines are met.
- Work flexibly and cooperatively with members of ASH Scotland towards aims and objectives agreed by the organisation.
- Maintain positive and constructive working relationships with all members of ASH Scotland's team, to ensure that all staff are kept up to date with all relevant issues and developments.
- Undertake relevant professional development activities and training as agreed with line manager.
- Undertake other duties relevant to the post and on occasion other wider duties pertinent to ASH Scotland's strategic objectives.
- Maintain confidentiality, as appropriate, with sensitive or privileged information, including day-to-day observance of Data Protection guidelines.

- Adhere to all internal and external ASH Scotland policies, procedures, systems and guidelines and to contribute constructively, as required, to their ongoing development.
- If necessary, from time to time, to work outside normal working hours for which time off in lieu (TOIL) will be given.
- Secure premises, including setting alarm, as necessary. Have regard for your own personal health and safety and of those around you.