

Job Description

Post	Policy Officer (full-time, permanent)
Job Ref	R/3
Location	Flexible
Department	Research and Patient Advocacy
Reporting To	Policy Manager (Patient Advocacy)
Responsible for	This post has no direct reports

Job Summary

The Patient Advocacy team works to ensure that the patient voice is heard and acted upon by UK and devolved nations healthcare policy decision makers.

This role is one of five roles in the Patient Advocacy team, comprising a Head of Patient Advocacy, Access Manager, Policy Manager, Senior Policy Officer and Policy Officer. Each post supports Myeloma UK's ambition to deliver personalised medicine, such that every person living with and affected by myeloma and associated conditions has access to the best diagnostics, treatment and care services and quality of life experience.

The team seeks to translate lived-experience into evidence-based policy submissions through engagement with healthcare regulators and commissioners of new medicines and services. You will represent the charity externally including national meetings with senior healthcare decision makers.

All Patient Advocacy team members will be expected to apply their skills flexibly across key policy areas including access to treatment, diagnosis, patient voice, stakeholder engagement and general cancer healthcare policy.

The Policy Officer will have a role that is vital to developing strategic approaches to UK health policy legislation and consultations to ensure that UK government and devolved nations healthcare policy supports the needs of people living with and affected by myeloma and associated conditions.

The Policy officer will support the Policy Manager to assess existing healthcare policies, regulations and legislation to understand their implications for myeloma-specific healthcare systems, providers and patients. The Policy Officer will contribute towards the delivery of the business's strategic, operational, and departmental plans.

Working across the Patient Advocacy and Health Services Research team, the post holder will report to the Policy Manager to help develop and implement a programme of patient advocacy in support of Myeloma UK strategic objectives.

The Patient Advocacy team works to ensure that the patient voice is heard and acted upon by key decision makers. We do this by ensuring that the needs and priorities of myeloma patients are understood, represented, valued and addressed in developing treatment and care.

The role will require policy research, analysis and development; stakeholder engagement; public affairs and communications.

Key Deliverables

1. Main duties and responsibilities

External Facing

- Research, analyse and develop policy aligned to Myeloma UK strategic goals such as diagnosis, survival, patient experience, inequalities and geographic variations in healthcare, access to new treatments, research
- Support the development, collate and utilise lived-experience insights to inform policy and health technology appraisal submissions through management of Myeloma UK's Advocacy Partner Panel (APP), and collaborative working with the Patient and Research Carer Panel and Patient Information Panels.
- Support the Policy Manager to undertake impact assessments on emerging policies, aligning activities and prioritising responses to government and health regulator legislation identifying those with the highest impact on people living with and affected by myeloma.
- Create policy briefings and position statements on issues which impact on myeloma patients and their families
- Support the development of a horizon-scanning capability to identify opportunities for early and upstream engagement with UK and devolved nations health policy decision makers.
- Respond to policy queries from patients, their families and carers and other stakeholders including healthcare professionals.
- Write policy-oriented articles for a range of internal and external publications

Internal

- Develop strong collaborative and productive relationships with Myeloma UK colleagues across the organisation to capture and utilise all lived-experience insights for evidence-based health policy consultations.
- Help to promote an inspiring team culture where personal development is prioritised.
- Ensure strong patient voice in Patient Advocacy work by seeking insights and learning from colleagues with external facing patient roles.
- Draft policy briefings (both internal and external), Myeloma UK position papers, letters and reports and, where needed, develop and implement plans for dissemination.
- Support the Patient Advocacy business objectives including contributing to access and policy work across diagnostic, treatment and living-well with myeloma programmes and projects.
- Work with Communications and Brand team to disseminate the impact of Patient Advocacy work by providing briefings and information for media planning and drafting blogs and articles.
- Provide responses to policy queries from patients and carers who use our information, supporting our Infoline and Ask the Nurse services.
- Conduct occasional surveys with the patient community to support policy development.
- Help develop and implement patient and family engagement and industry engagement strategies

2. Reporting/administration:

- Undertake project planning, management, evaluation and reporting across your area
- Collect KPI data and proactively report on performance and success to your team and the organisation regularly and as required and use the findings to make decisions to improve and develop the programme
- Prepare regular updates for team meetings on the progress of agreed plans and objectives
- Keep abreast of relevant legislation, emerging trends and best practice and work with your line manager to develop the necessary internal policies, procedures and guidelines accordingly

- Ensure that all programme plans and activities are implemented to the highest standard
- Provide team support for *ad hoc* policy tasks as required by Line Manager

3. General Duties:

Continuous improvement, developing skills, adhering to organisational quality standards, and teamwork underpin all roles at Myeloma UK.

General responsibilities include:

- Adopt the Myeloma UK principles of quality management
- Be attentive to and implement organisation brand and style guidelines
- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills
- Act as a source of information and support to colleagues throughout the organisation
- Build productive working relationships with external advisers to maintain and enhance their commitment to Myeloma UK
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role
- This role will require essential travel throughout the UK; therefore, the post holder must be willing to travel
- Undertake such work as may be appropriate to the post

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Myeloma UK at any time after discussion with the post holder.

Person Specification

Area	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of analysing, developing and communicating policy • Educated to degree level or equivalent experience 	<ul style="list-style-type: none"> • Experience of working in a patient organisation/charity • Experience of the health policy environment and patient advocacy work • Experience of public/patient engagement work • Experience of participating in government policy consultations and patient advocacy campaign work.
Skills	<ul style="list-style-type: none"> • Excellent communication and influencing skills, with the ability to communicate at all levels both internally and externally • Excellent analytical skills, and able to quickly and accurately summarise complex policy documents • Ability to present findings and recommendations to a range of audiences • Conducting literature searches • Awareness of appropriate evidence sources and research methods in health and social care • Ability to prioritise and work under pressure • Excellent attention to detail 	
Personal	<ul style="list-style-type: none"> • Be an effective and highly regarded ambassador for Myeloma UK • A desire to continuously improve and to make a difference • Flexibility and ability to use own initiative • Able to work independently and as part of a team 	

Terms and Conditions

Post	Policy Officer (permanent, full-time)
Salary	£33,725 - £36,148
Probation period	3 months
Hours of work	<p>The standard working week comprises 35 hours, Monday to Friday. Myeloma UK operates a flexitime scheme, and details will be provided by the Head of HR and Operations.</p> <p>The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.</p>
Holidays	Holiday entitlement is 30 days per calendar year, plus 6 public holidays.
Pension scheme	Myeloma UK complies with its auto-enrolment obligations and, subject to matched employee contributions, offers a 7% pension contribution to all staff.
Premises	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4JG