

Job Description

Post	Senior Policy Officer (permanent, full time)
Job Ref	R/7
Location	Flexible
Department	Research and Patient Advocacy
Reporting to	Access 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 Senior Policy Officer will have a role that is vital to developing strategic approaches to health technology appraisals (HTA), regulatory pathways (MHRA), clinical development programmes (academic and industry clinical trials) and commissioning routes to broaden access to new myeloma drug therapies and diagnostic technologies.

The Senior Policy Officer will contribute towards the delivery of the business's strategic, operational, and departmental plans. All Policy Officer roles (Senior and Policy Officer) 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.

Key Deliverables

1. Main duties and responsibilities

External facing

- Support the work of the Access Manager to promote access to innovative treatments for myeloma and associated conditions by helping to deliver evidence-based policy submissions throughout the HTA processes, following organisational protocols. This includes liaising with patients, the National Institute of Health Care Excellence (NICE), the Scottish Medicines Consortium (SMC), clinicians and medical societies and pharmaceutical companies. This can include supporting the commissioning of research, gathering and analysing patient insight and drafting submissions for the UK drug approval bodies
- Develop and demonstrate a thorough understanding of the UK myeloma-specific and overall drug approval and commissioning landscape, working with the wider Research and Advocacy Team to make recommendations to drive the development and delivery of Myeloma UK's access strategy
- Support the Access Manager to develop a horizon-scanning capability to identify opportunities to advocate for implementation of improved processes and methodologies employed by NICE and SMC that support access to myeloma treatments
- Monitoring, research and analysis of relevant government and academic health legislation, publications, consultations and policies across the cancer and non-cancer policy landscape, with a particular focus on access to treatment and diagnosis
- Manage a relevant external stakeholder contact portfolio and relationships including NICE and SMC public involvement points of contact, clinicians, industry partners and other key opinion leaders
- Represent, as required, Myeloma UK on key external facing groups including national coalitions, industry and policy forums and relevant conferences, communicating our key messages, policy positions and patient voice to inform discussion and shape policy

Internal

- Develop strong collaborative and productive relationships with Myeloma UK managers and colleagues across the organisation to capture and utilise all lived-experience insights for evidence-based health technology 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 through patient engagement and 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
- 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 access 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
- Keep abreast of relevant legislation and policy and develop necessary internal policies, procedures and guidelines needed to ensure that the Patient Advocacy team is engaging appropriately with relevant organisations

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:

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

General responsibilities include:

- Build professional working relationships with external advisers to maintain and enhance their commitment to Myeloma UK
- 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
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role
- This role will require some essential travel throughout the UK, therefore the post holder must be willing to travel. Regular travel to Edinburgh if based elsewhere will be required. Travel will be undertaken in line with relevant COVID guidance and restrictions
- 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 health policy • Educated to degree level or equivalent experience • Strong science background, educated to degree level in a relevant subject (preferably with a postgraduate qualification or equivalent work 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 NICE and SMC committee meetings • Experience of NICE and SMC consultation and appeal processes.
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, able to quickly and accurately summarise complex policy documents • Ability to prioritise across different work streams and work under pressure • Ability to present findings and recommendations to a range of audiences • Ability to produce high quality succinct briefings in timely fashion, underpinned by evidence 	
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	Senior Policy Officer (permanent, full-time)
Salary	£38,908 - £41,676
Probation period	Three 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