

JOB DESCRIPTION

- Job Title:** ➤ Head of policy and analysis (maternity cover)
- Department:** ➤ Policy and strategy
- Salary:** ➤ £70,000 per annum + generous benefits
- Reporting to:** ➤ Director of policy and strategy
- Accountable for:** ➤ Three to four direct reports and wider team of up to around 10
- Contract:** ➤ Full time, fixed term contract for up to 13 months
- Location:** ➤ Office located in Victoria, London. We have a hybrid working policy in place with expectations of one to three days in the office per week.
- Website** ➤ www.nhsproviders.org

About NHS Providers

NHS Providers is the membership organisation which represents the NHS trusts and foundation trusts in England which run hospitals, mental health, community, and ambulance services.

Our role is to support and act as the collective voice for these organisations, which together employ more than 1.4m people, to help them deliver high-quality, patient-focused care.

We do this by: highlighting key issues, supporting trust leaders as they develop new roles and partnerships, and reflecting the reality in which NHS trusts operate through effective lobbying and influencing and helping trusts to share good practice and ideas. We are highly regarded for our effectiveness and impact in each of these areas. We are the 'go to' organisation for comment and debate on the issues facing public providers of NHS services, and we believe that the work we do makes a real difference to our members, their staff, and ultimately, patients.

We are a busy, high performing team of around 100 staff, based in central London, although we are flexible and work in a hybrid format, with both office and homeworking.

Our values are at the centre of who we are, what we do, and how we behave:



About the policy and strategy directorate

NHS Providers’ defining purpose as an organisation is supporting our members. Our policy and strategy directorate does this through enhancing influence and encouraging development and improvement: we offer the sector a strong voice in policymaking and government, and we work with their boards to help them navigate the complex times we live and work in. We have an influential voice within the policy landscape, focusing on issues that truly support our members’ priorities and work towards creating the conditions that will allow healthcare in the UK to thrive and flourish. Our policy and strategy directorate leads this influencing work; the directorate encompasses our policy, public affairs and analysis teams.

Purpose of this role

The postholder will jointly lead and manage this busy and high performing directorate, taking specific responsibility for overseeing a number of policy portfolios and our analysis team. The postholder will maximise the influence and impact of NHS Providers by ensuring that key priorities are identified and driven forward through effective member consultation, policy development and influencing activity. They will also play a key role as part of the organisation’s senior management team (SMT), working with colleagues across the organisation to support corporate development and strategy.

Main duties

Joint leadership and management of the team and core contribution as part of SMT

- Works with colleagues in SMT, including the chief executive, deputy chief executive and director of policy and strategy, to devise and deliver policy positions and influencing strategies in support of the organisation’s strategic objectives and with maximum impact on the national policy agenda.
- Jointly leads and manages the policy and strategy directorate, working closely with two other heads of policy and the director of policy and strategy.

- Holds responsibility for a sub-team of policy and analysis professionals, agreeing team and individual objectives, managing performance, and developing staff.
- Provides strategic counsel to senior colleagues, including the chief executive, deputy chief executive and director of policy and strategy, on influencing approaches.
- Line manages direct reports (managers/advisors and senior managers/advisors).
- Exemplifies and upholds our organisational values, including championing equity and inclusivity – this includes ensuring a particular focus on our ambition to become an anti-racist organisation, both internally in managing the team and working with colleagues across the organisation, and in our external work for members.
- Contributes to organisation's strategy and corporate policies via SMT.
- Leads, and supports on, corporate projects as required.
- Jointly manages directorate budget.

Overseeing policy portfolios and analysis team

- Works with their team to devise and deliver influencing strategies to support the organisation's strategic objectives to shape the national policy agenda.
- Develops policy positions to promote and protect the interests of members.
- Works with their team to provide members with timely updates and sense-making on key political, legislative, policy and strategic developments affecting the provider sector.
- Ensures the organisation is influential with government, arm's-length bodies and parliamentarians, and that its voice is heard in key decisions and discussions.
- Oversees the delivery of high-quality and impactful outputs from the directorate, in external facing publications or messaging.
- Supports the analysis team to deploy a comprehensive evidence base for our reactive and proactive policy, influence and voice work, including high-quality collection, analysis and dissemination of member data and information.
- Supports an evidence-based approach to our work, including having the skills and confidence to work with quantitative and qualitative information.

Working collaboratively to provide policy input to work in other directorates

- Contributes to NHS Providers' networks, conferences (including our annual conference and exhibition), board development and support programmes, and other events as required.
- Works closely with colleagues in the communications directorate to ensure coherent media and influencing campaigns which draw on a robust evidence base and maximise NHS Providers' influence in line with members' priorities.
- Provides policy input to the development of media lines.

Representing NHS Providers externally

- Develops constructive relationships with members and seeks member contributions to inform policy and analysis activity.
- Develops strong relationships with stakeholders including government bodies and thinktanks.
- Acts as a spokesperson and ambassador at conferences and events, in key stakeholder and political meetings, and in the media.
- Presents to member and commercial partner networks and at board development events.

Person specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Experience	<ul style="list-style-type: none"> • Strong track record of influencing within health and care or a similarly complex environment • Line management • Motivating, leading and developing a team • Managing complex stakeholder relationships, including partnerships at senior level • Preparation of accessible high-quality outputs e.g. consultation responses, blogs and reports • Acting as a respected external advocate for an organisation • A demonstrable commitment to equality, diversity and inclusion 	<ul style="list-style-type: none"> • Experience of working in a similar role within a membership-based representative organisation • Experience of using a range of analytical and research methods
Knowledge	<ul style="list-style-type: none"> • An understanding of the challenges facing public sector organisations in the current climate • Knowledge of the health sector and how policy is developed and implemented 	<ul style="list-style-type: none"> • Knowledge of NHS datasets and analytical methods
Skills	<ul style="list-style-type: none"> • Strong interpersonal skills with the ability to communicate, present, influence and build credible relationships with colleagues and senior leadership • Developing, coaching and managing the performance of direct reports • Clarity of thought and ability to think strategically in considering approaches to complex policy issues and stakeholder relationships • Flexibility in response to a rapidly changing external environment and the need to balance proactive and reactive work 	<ul style="list-style-type: none"> • Programme and/or project management • Statistical skills

	<ul style="list-style-type: none"> • Ability to structure, draft and edit impactful written outputs, tailored to target audiences • Ability to understand quantitative and qualitative research findings • Ability to develop considered positions that meet member needs in response to potentially sensitive subject matter • Ability to work under pressure, manage a full workload and prioritise to meet deadlines • Ability to work with a high degree of autonomy and to initiate policy development activity within the bounds of the post's portfolio which is of benefit to trusts 	
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Job descriptions cannot be exhaustive and so the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.

NHS Providers is committed to equality of opportunity and of eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities Policy and all other relevant guidance/practice frameworks.

Equality and diversity

We're working hard to ensure that we are diverse and inclusive in all we do. This runs from how we gather, author and share the thought leadership that the organisation puts out to how we engage with our members and the wider public. It includes how we recruit staff and procure partners and services, through to how we give people opportunities to develop, grow and advance their careers.

We are committed to the development of positive policies to promote equal opportunities in employment, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy, and maternity. This commitment will apply to recruitment and selection practices, learning, and development and internal promotions.

Place of work and hours

NHS Providers' office is located in Victoria, London. We are working in a hybrid format, where staff work between one and three days a week in the office. We have a directorate 'anchor day' which includes an in-person team meeting in the office fortnightly on a Wednesday. Staff can apply to work permanently at home, and this will be considered on a case-by-case basis, taking into account individual circumstances, the nature of the role and operational needs.

NHS Providers is supportive of flexible working and will give reasonable consideration to requests for reduced hours / part time working, compressed hours, staggered hours (early start/late finish etc), annualised hours, and job sharing.

Staff benefits and groups

We offer a wide range of benefits:

- 25 days holiday plus two additional days off at Christmas
- personal development training and memberships to professional bodies
- study leave, help another leave day, service-related leave and the potential to purchase up to five days extra off per year
- enhanced maternity and paternity leave pay
- season ticket loan for travel
- access to life insurance and dental plan
- enhanced pension scheme
- flu jabs
- eye test
- cycle to work scheme
- health and wellbeing initiatives
- access to the employee assistance programme, a confidential counselling service.

For more information, please contact HR by emailing HR@nhsproviders.org

We also run social groups such as a book club, as well as a number of staff groups to provide support and a safe space to discuss issues that matter to staff:

- the race equality and cultural inclusion group
- mental health group
- LGBTQ+ group
- Disability awareness group

How to apply

Please send a CV and covering letter setting out why you are interested in the role and how you meet the person specification via our application portal by noon, on Friday 28 February 2025.

For an informal conversation about the role, please contact Isabel Lawicka, Director of Policy and Strategy, isabel.lawicka@nhsproviders.org