

Policy Manager (Workforce)

Recruitment Pack

A new position at the Academy of Medical Royal Colleges

Closing date: Midnight on Sunday 20 November 2022

Interviews: Monday 5 December 2022

Thank you for your interest in the role of Policy Manager (Workforce) at the Academy of Medical Royal Colleges.

Equality, diversity and inclusion are an integral part of the Academy's culture of encouraging, supporting and celebrating differences. In seeking candidates for this post, we strongly encourage applications from individuals of all ages, races, genders, physical abilities, sexual orientations and perspectives.

The Academy supports flexible and hybrid working.

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Academy of Medical Royal Colleges

About the Academy

The Academy is the umbrella body for the UK and Ireland's 24 medical royal colleges and faculties, each of which represents a different medical specialty. Health and healthcare policy are complex matters which are constantly evolving. With so many cross-specialty issues affecting the whole of the medical profession, it is the Academy's role to ensure a united voice is heard by policy makers and key decision makers.

By coordinating the views of our members, who between them represent 220,000 doctors, the Academy has a unique and powerful constituency. The organisation has grown in both stature and size in recent years and the friendly, diverse and talented team comprises sixteen staff who are based at our offices in Clerkenwell. The staff team work with more than 400 doctors and healthcare policy professionals who serve on our standing committees and carry out the work of the Academy.

Work of the Academy

Our work falls into two principal areas:

1. Detailed policy development in medical education and training
2. A broader focus on workforce, standards and quality of care, public health and improving health and care services across the UK

These two elements are inevitably interlinked and are reviewed at each of the Academy's quarterly Council meetings. The Council comprises the leaders (Presidents, Deans or Chairs) of all 24 member colleges and faculties, along with delegates from the devolved nations and the Academy's three representative committees (Patient & Lay, Trainee Doctors, and SAS Doctors). This body sets policy objectives and in effect is what gives the Academy its authority.

Policy priorities are set annually by members every September. They are currently:

- **Workforce:** To ensure we have the right workforce, in the right numbers and that it is properly supported and valued
- **Doctors' education and training:** Supporting members by sharing good practice on issues relating to postgraduate medical education and training

- **Improving today's NHS:** Highlighting issues that hinder the delivery of good quality care across the UK
- **Improving tomorrow's NHS:** Helping to shape positive change and ensure a sustainable future for the NHS.

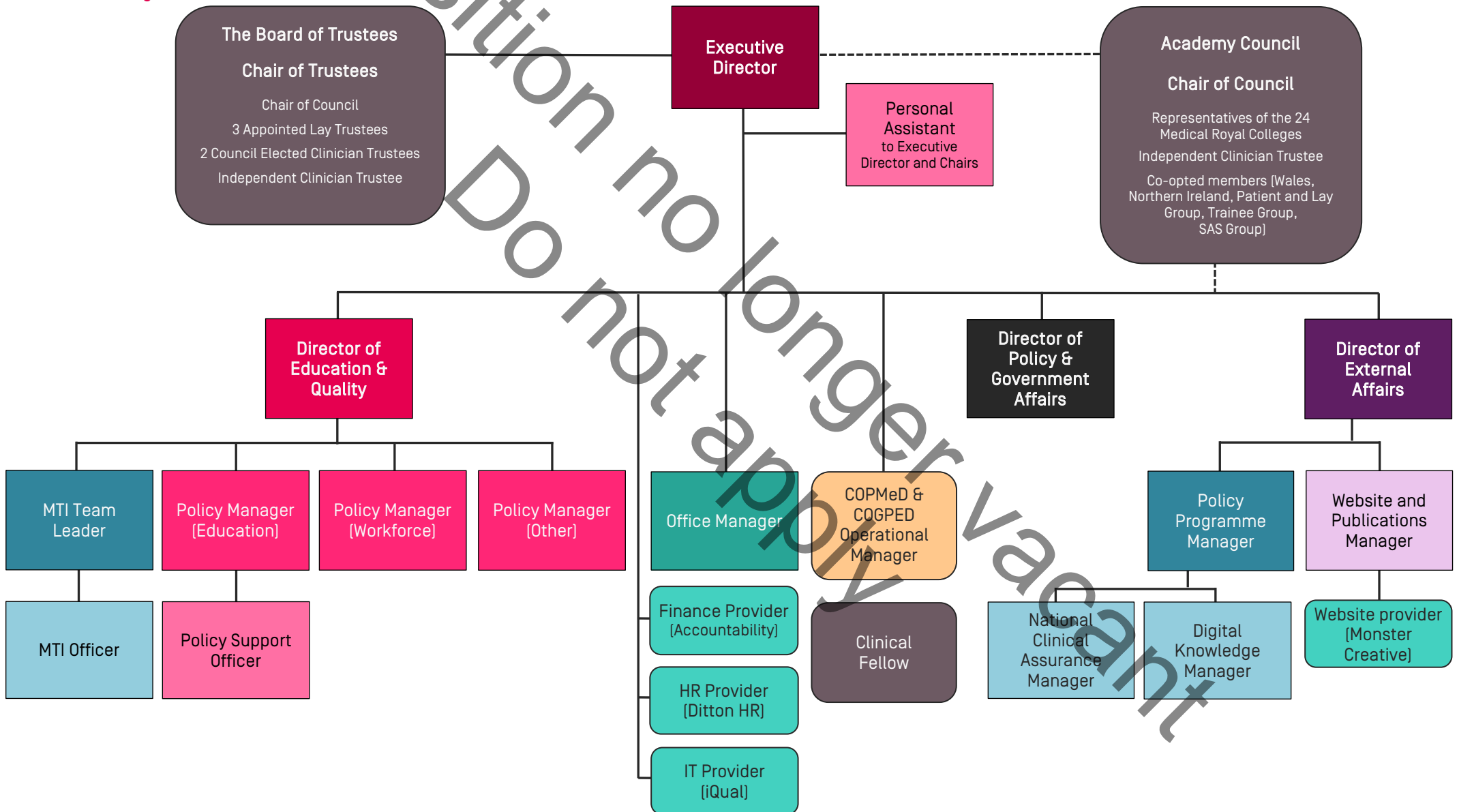
The policy team

The policy team provides content knowledge and project management skills to support the work of the Academy. This includes the standing committees and other externally funded project work. Together this facilitates the sharing of best practice, convening of cross-specialty views, and production of guidance that is relevant to the medical profession and the wider healthcare workforce, all linked to the Academy's overarching priorities.

The Academy hosts eight standing committees (five covering different aspects of postgraduate medical education and three providing representation of key groups within healthcare). Each standing committee is managed by an experienced member of the Academy's policy team; committee chairs are responsible to Academy Officers.

The policy team is small and comprises three policy manager roles. The allocation of specific policy areas will be a matter for discussion with the Director of Policy and Government Affairs and the Director of Education and Quality. The allocation may change between policy managers where workload within a small organisation requires flexibility. The job description sets out the main responsibilities of the role which may vary from time to time without changing the general character of the role or the level of responsibility.

Academy organisation chart





Job description

Job title:	Policy Manager (Workforce)
Salary:	Band D – Starting salary of £47,518
Contract:	Permanent
Hours:	Full time [35 hours/week], Monday to Friday; there may be some very occasional early evening work required
Location:	Academy of Medical Royal Colleges, 10 Dallington Street, London, EC1V 0DB
Reports to:	Director of Education and Quality
Line reports:	None at present
Budget responsibilities:	None at present

Key working relationships:

- Academy staff
- Chairs and members of relevant committees/working groups
- Key contacts in main stakeholders including NHS England, the General Medical Council, the four Statutory Education Bodies

Role summary

As part of the policy team, your role is to lead on designated strands of work which form part of the Academy's policy priorities. These priorities are agreed with members to influence and achieve policy change, on their behalf, and for the benefit of patients.

Policy manager main duties

- Work independently to design, manage and deliver specific projects, including managing budgets and resources
- Research and write evidence-based policy papers and consultation responses on relevant issues and initiatives, coordinating members' views as appropriate
- Keep up to date with policy developments in relevant areas
- Provide strategic counsel and policy advice to committees, supporting chairs to fulfil their role effectively
- Liaise with Policy Support Officer to ensure efficient planning, organisation, management and follow-up of relevant committee(s) meetings
- Manage budget arrangements for the committee(s) and/or its projects
- Build relationships with key external organisations and individuals and attend meetings with external stakeholders and, where necessary, present the Academy's work and projects at appropriate meetings
- Liaise with individual medical royal colleges and faculties and those staff and members working on relevant issues
- Identify and seek opportunities for further projects to enhance the work of the Academy, including securing additional funding
- If relevant, manage, appraise and develop allocated staff, directing the work of project members and others (e.g. contractors, agency workers) as relevant
- Deliver excellent customer service to members and other stakeholders, and continually seek to improve and develop ways of delivering the service
- Liaise with the Academy's Publications Manager to ensure relevant parts of the Academy's website are up to date.

Workforce portfolio

The current portfolio for this post is workforce, and it encompasses:

Provision of policy and guidance, together with overall management of workforce-related committees:

- **Academy Workforce Committee:** this is a new committee encompassing workforce data and different ways of working
- **Academy Trainee Doctors' Group:** provides a forum for trainee representatives of all medical royal colleges and faculties to come together. It provides an informed and balanced view on cross-specialty issues relevant to postgraduate medical training.

- **Academy SAS Committee:** provides a forum for SAS leads of medical royal colleges and faculties to come together. It promotes development of the SAS workforce, gives a voice to SAS doctors and dentists regarding wider issues in healthcare and promotes a positive profile for the SAS workforce.

Workforce policy and related stakeholder relationship management:

- Regular engagement with medical royal college/faculty workforce policy and data leads
- Responding to consultations, white papers and select committee inquiries
- Providing input coordinated across colleges/faculties to national organisations' workforce strategies
- Providing input coordinated across colleges/faculties on the changing medical workforce and multi-professional working

Ad hoc contribution to/management of short life working groups:

- Areas such as equality, diversity and inclusion and impacts of various changes on these parameters.

General duties

- Contribute positively to a working environment where everyone is treated with dignity and respect. The Academy is a small organisation, and all staff are expected to be flexible and contribute to its operations as necessary.
- A commitment to diversity, equality and inclusion, and compliance with all relevant law and Academy policies relating to equality and diversity.
- Collaborate with colleagues, provide support when needed during busy periods, and provide cover during absences to provide a seamless service to members.
- Maintain a safe and healthy working environment by complying with all relevant Academy health and safety policies, procedures, and practices.
- Safeguard confidential and sensitive information, complying with relevant data protection legislation and Academy policies.
- Any other duties appropriate to the job and the purpose of the Academy.

Person Specification

Criteria		Essential / Desirable
Education / Qualifications	– Educated to graduate degree level or equivalent policy experience	E
	– Demonstrable commitment to continuing professional development and to acquire new knowledge and skills	E
Experience and knowledge	– Experience of working in a complex policy environment, ideally at national level	E
	– Knowledge of the healthcare landscape	D
	– Knowledge of workforce issues in a professional field	D
	– Experience with project and committee management	D
Skills and abilities	– Analytical, critical thinking and problem-solving skills	E
	– Excellent verbal and written communication skills, with the ability to communicate messages effectively with a variety of professional audiences including clinicians and public/political-facing audiences	E
	– Experience of facilitating and collaborating with professional groups to develop strategies and deliver work programmes	E
	– Excellent attention to detail and organisational skills to deliver work on time	E
Personal qualities / Attributes	– Well-developed interpersonal skills that demonstrate the ability to establish, sustain and develop productive relationships with professional and partner organisations to achieve shared objectives	E
	– Confident and articulate and able to represent the Academy corporately	E
	– A collaborative team player who is respectful of differences of opinion and offers constructive solutions	E
	– Ability to work on own initiative in a small, flexible organisation	E
Other	– Experience with and confidence using remote meeting software such as Teams/Zoom, and the full range of Microsoft Office packages	E
	– Infrequent travel and very occasional overnight stays	E

How to apply

Key dates

The closing date for applications is midnight on **Sunday 20 November 2022**.

Interviews will take place on Monday 5 December 2022.

Application process

Equality, diversity, and inclusion are an integral part of the Academy's culture of encouraging, supporting and celebrating differences. In seeking candidates for this position, we strongly encourage applications from individuals of all ages, races, genders, physical abilities, sexual orientations, and perspectives. This is a part-time role. The Academy supports flexible working.

Please email your CV and a covering letter (no more than 2 pages) by midnight of **Sunday 20 November** to rose.jarvis@aomrc.org.uk with the job title in the subject line.

If you have any questions about this process or if you would like an informal chat about the role, please contact Rose Jarvis, Director of Education and Quality at the email above.

Your cover letter should outline:

- Why you are applying for the role
- How you meet the person specification criteria
- Your availability to start in the role
- Contact details: mobile telephone number & home address
- Where you heard about the role.