

**Academy of
Medical Royal
Colleges**



Policy Support Officer Recruitment Pack

Closing date: Midnight on Sunday 29 October 2023

Interviews: Tuesday 7 November 2023

Thank you for your interest in the role of Policy Support Officer 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 works 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.

The Academy's primary focus is maintaining standards in postgraduate medical education and training.

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

- **The future workforce:** To ensure we have the right workforce, in the right numbers and that it is properly supported and valued
- **Rebalancing the NHS:** Supporting more focus on prevention, adequate funding of social care, and better use and integration of innovation

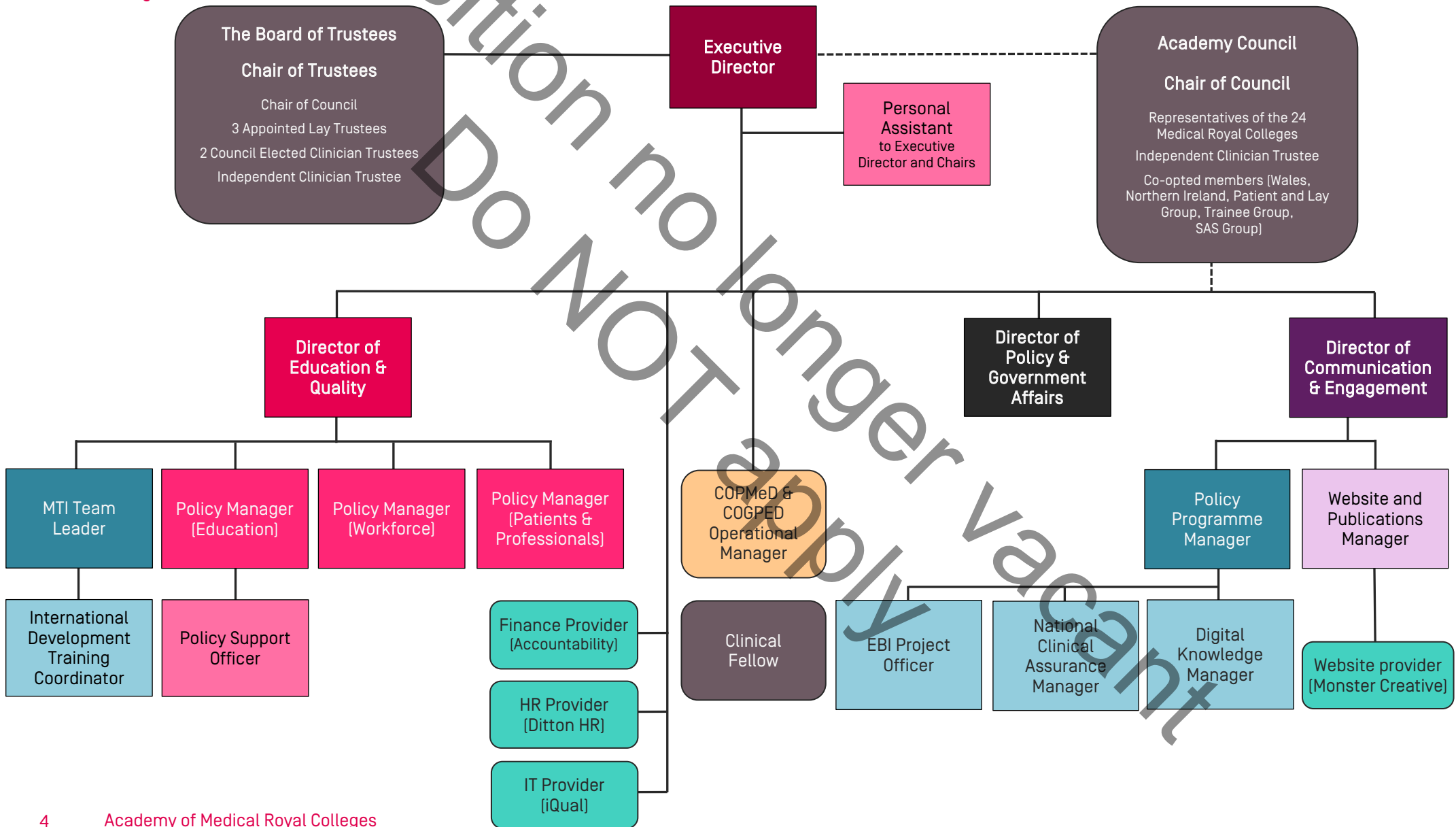
- **Shaping care delivery:** Highlighting issues of health inequalities and emphasising the importance of managing societal expectations of healthcare delivery

The policy team

The Academy has a key role in developing and sharing best practice across all medical royal colleges and faculties. In order to deliver this, we have nine standing committees comprising representatives of all member organisations. The work is led by a small team of policy managers who guide the committee chairs and members to deliver a huge variety of work each year. The committees also act as a forum for external stakeholders to liaise with doctors of all specialties.

Position no longer vacant
Do NOT apply

Academy organisation chart



**Academy of
Medical Royal
Colleges**

Job description

Job title:	Policy Support Officer
Salary:	Band A – Starting salary of £27,682 with incremental progression to top of band at £31,201
Contract:	Permanent
Hours:	Full time (35 hours/week), Monday to Friday; there may be some very occasional out of hours work required The Academy supports flexible and hybrid working. Please state your requirements in your application.
Benefits	<p>The Academy operates a hybrid working model; staff work from the office two days a week and work remotely for the rest of the week. The Academy is supportive of flexible working; if you have any other flexible working requests, please state them in your application.</p> <p>Other benefits include 25 days annual leave, rising to 30 days with service, and an enhanced pension scheme with up to 10% employer contributions.</p>
Location:	Academy of Medical Royal Colleges, 10 Dallington Street, London, EC1V 0DB
Department/Team:	Policy
Reports to:	Policy Manager (Education)
Line reports:	None
Budget responsibilities:	None

Key working relationships:

- Policy managers
- Other 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

We are looking for someone interested in national healthcare policy to provide a crucial underpinning role that supports and enables the policy managers to deliver the Academy's standing committee work. This is an ideal role for someone who is driven by the desire to influence positive societal change through gaining experience in a complex national policy environment. The role would suit either a recent graduate looking to gain experience or a career administrator who enjoys a busy role in a small organisation.

Main responsibilities are to:

- Work with each of the four policy managers to undertake the day-to-day administration of all nine standing committees (and occasional short life working groups) including:
 - Maintaining membership lists and inducting new members
 - Arranging meeting dates
 - Dealing with meeting invitations/attendees/apologies
 - Dealing with all routine paperwork related to meetings such as agendas and papers, liaising with external speakers as necessary, involvement in taking minutes, and other paperwork after the meeting
 - On-the-day support of meetings
 - Liaison with external team members and other stakeholders
 - Welcoming committee members when they attend the office
 - Trouble shooting and taking the lead on liaising with our IT provider regarding video conferencing
 - Ensuring supplies for face-to-face meetings, including refreshments, are managed correctly.

- Provide assistance with ensuring actions and decisions are implemented appropriately and in a timely manner.
- Deliver excellent customer service to members and other stakeholders, and continually seek to improve and develop ways of delivering the service.
- Collaborate with colleagues, provide support when needed during busy periods, and provide cover during absences to provide a seamless service to members. This might include reciprocal business-critical admin support in cases of annual leave for the one other administrative role within the Academy and some coverage of external telephone enquiries.

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.

This job description is an indicative summary of the role and not an exhaustive list of all duties and responsibilities. Roles are likely to evolve with time and exact duties may change, including new responsibilities being added.

Person specification

Criteria		Essential / Desirable
Education / Qualifications	– Educated to graduate degree level or equivalent policy or committee experience	E
	– Demonstrable commitment to continuing professional development and to acquire new knowledge and skills	E
Experience and knowledge	– Proven track record of delivering work to agreed timescales	E
	– Experience of juggling multiple tasks and prioritising effectively	E
	– Knowledge of the healthcare landscape	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	E
	– Excellent attention to detail and organisational skills to deliver work on time	E
	– Strong customer service skills	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.	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, and the full range of Microsoft Office packages	E
	– Infrequent travel and very occasional out of hours work	E

How to apply

Key dates

The closing date for applications is midnight on Sunday 29 October 2023.

Interviews will take place on Tuesday 7 November 2023 in person at the Academy office.

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 29 October 2023** to claire.coomber@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 Claire Coomber, Education Policy Manager, 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.