

## JOB DESCRIPTION

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<b>Job Title:</b>	Policy and Public Affairs Manager
<b>Department:</b>	Support, Policy and Insight
<b>Reporting to:</b>	Director of Support, Policy and Insight
<b>Location:</b>	Head office and home based

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### PURPOSE OF ROLE:

This role is a real opportunity to drive positive change for people affected by cancer in Wales.

Reporting to our new Director of Support, Policy and Insight, you will use your policy and public affairs expertise to help ensure Tenovus Cancer Care is at the vanguard of policy thinking and development.

You will develop high-quality, evidence-based policy and advocacy work, informed by your own knowledge and the data gathered by our insights team and their engagement with communities.

Developing and maintaining strong relationships with policymakers and influencers, as well as other external stakeholder groups, is a key part of this exciting role.

You will also collaborate with departments across the charity, including our communications team, where you will help raise awareness of the charity and its policy work in the media.

### MAIN DUTIES AND RESPONSIBILITIES

- Develop relevant, evidence-based policy positions, statements and key messages on cancer related issues.
- Work closely with our insights team to identify the needs of people affected by cancer, to inform our policy and campaigning work.
- Develop and maintain effective relationships with key stakeholders including Welsh politicians and their support staff on key cancer issues.
- Develop balanced, comprehensive responses to identified external consultations (e.g. from Welsh Government, NHS, NICE) relating to cancer and cancer prevention.
- Work with key external organisations to ensure a joined-up approach to policy positioning and lobbying.

- Work with our communications team to provide quick key messaging and policy positions in response to media requests. Act as media spokesperson when required, presenting detailed complex issues in ways that are accessible to the public.
- Horizon scan for relevant external policy developments and identify opportunities to maintain and extend the charity's influence in Wales and beyond.
- Work with the marketing and communications, and insight teams, to develop effective policy driven campaigns, raising awareness and support around key issues.
- Analyse and interpret quantitative and qualitative data using appropriate data analysis techniques.
- Ensure that staff and volunteers across Tenovus Cancer Care are regularly updated and kept informed about the charity's policy and campaigning work.
- Monitor the healthcare landscape in Wales and keep on top of developments regarding policies relevant to Tenovus Cancer Care and its beneficiaries. Provide clear and accurate interpretation of those developments, as needed.
- Where relevant, take responsibility for the supervision and training of any interns and volunteers supporting our policy and campaigning work.

## **FLEXIBILITY STATEMENT**

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

## **CONFIDENTIALITY**

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation ('GDPR')

## **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

## **RISK MANAGEMENT**

It is a standard element of the role and everyone's responsibility to fulfil a proactive role to the management of risk in all of their actions. This involves the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

## **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

## **SMOKING**

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

## **WORKING WITH VOLUNTEERS**

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

## **EQUAL OPPORTUNITIES**

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

## **VALUES**

The charity works within a culture that reflects the following values – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day-to-day activities.

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## PERSON SPECIFICATION

	Essential	Desirable
<b>Education</b>		
Educated to degree level, preferably in politics, social sciences, humanities or related subject with a significant research component	●	
Postgraduate degree		●
<b>Experience &amp; Knowledge</b>		
Demonstrable experience of working in a policy or public affairs role, preferably within the health or social care field	●	
Experience of working within the third or public sector		●
Good knowledge of the political and legislative processes within Wales and the UK	●	
Good knowledge of national health and social care systems and policies	●	
Experience of influencing the development of public policy, legislation, guidance, and regulation, including making formal responses to different types of government consultations	●	
Experience of developing and managing effective policy driven campaigns.	●	
Experience of analyse and interpreting quantitative and qualitative data using appropriate data analysis techniques.		●
Experience of working in the field of cancer		●
<b>Skills, Aptitudes &amp; Abilities</b>		
Clear and succinct policy and report writing skills with an appreciation of the importance of evidence-based policy.	●	
Ability to analyse, interpret and summarise evidence. Making rational judgments based on consideration of the facts and options available.	●	
Ability to translate complex and detailed research, evidence and policy into easily understood positions.	●	
Strong influencing and negotiation skills, with high levels of integrity and demonstrable experience of developing and maintaining political contacts. A proven track record in developing and delivering effective political advocacy.	●	

Capable of developing strong and collaborative relationships, with stakeholders from all communities and backgrounds.	●	
Exceptional communication skills.	●	
Ability to manage a range of work objectives, some often with challenging and competing timescales.	●	
Ability to communicate in Welsh, both written and spoken.		●
<b>Special circumstances</b>		
Able to work flexibly including out of normal office hours.	●	
Willing to travel as required.	●	