

The Academy of Medical Royal Colleges

The Academy of Medical Royal Colleges [the Academy] is the coordinating body for the UK and Ireland's 24 medical royal colleges and faculties. The Academy brings together the views of their individual specialties to collectively influence and shape healthcare across the four nations of the UK.

The Academy's policy priorities and work programme are set by its Council of members and, where appropriate, relevant committees. The governance of the Academy is the responsibility of the Board of Trustees.

The Academy is a registered charity in England, Wales, Scotland and Northern Ireland. It is also an independent corporate body limited by guarantee.

To find out more please visit our website www.aomrc.org.uk

Job description

Job title:	Policy Manager
Team:	Policy
Location:	Academy offices, London, EC1V 0DB
Responsible to:	Policy Lead
Key relationships:	Policy Lead Policy Managers Chief Executive Chairs and members of relevant committees/working groups Member organisation staff and members Staff from relevant external stakeholders Communications officer
Hours:	35 per week (Monday to Friday) There may be very occasional early evening working required
Salary band:	Band D
Salary:	£45,000 - £50,686 per annum
Term	Permanent

Job purpose

As part of the Policy Team to lead on designated strands of work which form part of the Academy's policy priorities to influence and achieve policy change on behalf of members for the benefit of patients.

Main responsibilities are to:

1. Work independently to design, manage and deliver specific projects, including managing budgets and resources.
2. Research and write evidence-based policy papers and consultation responses on relevant issues and initiatives, coordinating members' views as appropriate.
3. Manage relevant committee(s) including:
 - organising meetings
 - managing membership
 - producing agendas, papers and minutes
 - ensuring actions and decisions are implemented appropriately
 - supporting the committee chair to fulfil their role effectively
 - ensuring any changes in the Academy's governance and policy issues are enacted or reflected in the committee structure/activity
 - managing budget arrangements for the committee and/or its projects.
4. 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.
5. Liaise with individual Colleges and Faculties and, in particular, those staff and members working on relevant issues.
6. Identify and seek opportunities for further projects to enhance the work of the Academy, including securing additional funding.
7. If relevant, manage, appraise and develop allocated staff directing the work of project members and others (e.g. contractors, agency workers) as relevant
8. Assist in providing governance and administrative support to the Board of Trustees and its Audit and Risk Committee as required, which may include development and maintenance of business continuity plans and the risk register.
9. Deliver excellent customer service to members and other stakeholders, and continually seek to improve and develop ways of delivering the service.
10. Ensure relevant parts of the Academy's website are up to date.
11. Keep abreast of policy developments in relevant areas.

12. Collaborate with colleagues, provide support when needed during busy periods, and provide cover during absences to provide a seamless service to members.
13. Contribute positively to a working environment where everyone is treated with dignity and respect; and comply with all relevant law and Academy policies relating to equality and diversity.
14. Maintain a safe and healthy working environment by complying with all relevant Academy health and safety policies, procedures and practices.
15. Safeguard confidential and sensitive information, complying with relevant data protection legislation and Academy policies.
16. Any other duties appropriate to the job and the purpose of the Academy.

The allocation of specific policy areas will be a matter for discussion with the Policy Lead. The allocation may change between policy managers from time to time.

This 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.

Person specification

The person specification below lists the essential knowledge, experience and skills required for this role.

A/F=application Form, A= assessment, I =interview

CRITERIA		A/F	A	I
1. Knowledge, training and qualifications	Educated to a Graduate Degree Level	X		
	Demonstrable commitment to continuing professional development and to acquire new knowledge and skills			X
2. Experience	Experience of policy development	X	X	X
	Experience of project management	X	X	X
	Proven track record of committee management	X		X
	Experience of facilitating and collaborating with professional groups to develop strategies and deliver work programmes	X		X
3. Skills	Excellent verbal and written communication skills, with the ability to communicate complex messages effectively with a variety of audiences, including proven presentation skills and writing for publications		X	X
	Well-developed interpersonal skills that demonstrate the ability to establish, sustain and develop productive relationships with professional and partner organisations to achieve shared objectives		X	X
	Confident and articulate and able to speak corporately on behalf of the Academy if required		X	X
	Analytical, critical thinking and problem-solving skills	X	X	X
	Excellent organisational and project management skills to deliver work on time and on budget		X	X
4. Other requirements	Ability to work on own initiative and in a small flexible organisation		X	X