

# Director of Policy & Government Affairs

## A new position at the Academy

### Information Pack for Applicants

**Closing date:** Sunday 14 August 2022

**First round interview:** Thursday 25 or Friday 26 August 2022

**Final Interview:** Wednesday 14 September 2022

Thank you for your interest in the role of Director of Policy and Government Affairs at the Academy of Medical Royal Colleges. This is a new post created as a result of a senior leadership team restructure. 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. This is a part-time role, and the Academy is happy to support flexible and hybrid working.

### Contents

- The Academy of Medical Royal Colleges
  - Profile of the Academy
  - The Work of the Academy
  - The Governance Structure
  - Senior Leadership Team Restructure
  - Organisation Chart
- Job Description
- Person Specification
- How to Apply

# The 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 now comprises sixteen staff who are based at our offices in Clerkenwell. The staff team work alongside the 300+ doctors and healthcare policy professionals who serve on our standing committees and carry out the 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

Further information, including annual reviews, publications, and information about our work programmes, can be found on the Academy website at [www.aomrc.org.uk](http://www.aomrc.org.uk).

## The Governance Structure

Key aspects of the governance arrangements are as follows:

- Separation of governance matters (Board of Trustees) from policy issues (Council)
- The Board of Trustees sets the business strategy for the organisation and ensures it is well run and financially secure
- Membership of the Academy is on a corporate basis, with existing member college and faculties as corporate members
- The Board is the senior decision-making forum in the Academy. It has ultimate authority for all Academy activities, including those delegated to the Council and management
- In consultation with the Council, the Board agrees the strategic direction for the Academy and seeks periodic evidence that Officers and management are adhering to this direction.

### *Council composition and remit*

- The Council appoints a Chair who must be a current or immediate past president of a corporate member
- The Council comprises a nominated representative from each of the corporate members of the Academy (the Royal College of General Practitioners also appoints an additional representative) together with the Council Chair and an Independent Clinician Trustee
- The Council has co-opted members from the Academy's Patient and Lay Group, Trainee and SAS Groups and Wales and Northern Ireland
- The Council has delegated authority over all matters relating to healthcare issues and the healthcare profession and in particular the development and production of appropriate guidance, documents and codes of practice

## Senior Leadership Team Restructure

The current CEO, Alastair Henderson, who has been in post for over 12 years, has announced his intention to retire in March 2023. The Board of Trustees has considered options and a restructure of the senior leadership team has been agreed.

### *Background and context*

A Strategic Review, conducted in 2021, concluded that the correct strategy for the Academy was to continue focussing on representation and advocacy on healthcare policy issues on behalf of member Colleges and Faculties. The Board of Trustees has therefore considered how best to do this, given the changes that will be created by the retirement of the current CEO.

There are two different elements to the CEO role. The first is managing the Academy's operations, ensuring sound finances and the management of risk. The second is a strategic political role, acting as the voice of the medical profession to government and arm's length bodies, while also reflecting and coordinating views and requirements between members and those agencies. It has become clear, as the Academy has grown in size and influence in recent years, that it is no longer practicable for both sets of responsibilities to be contained in a single post.

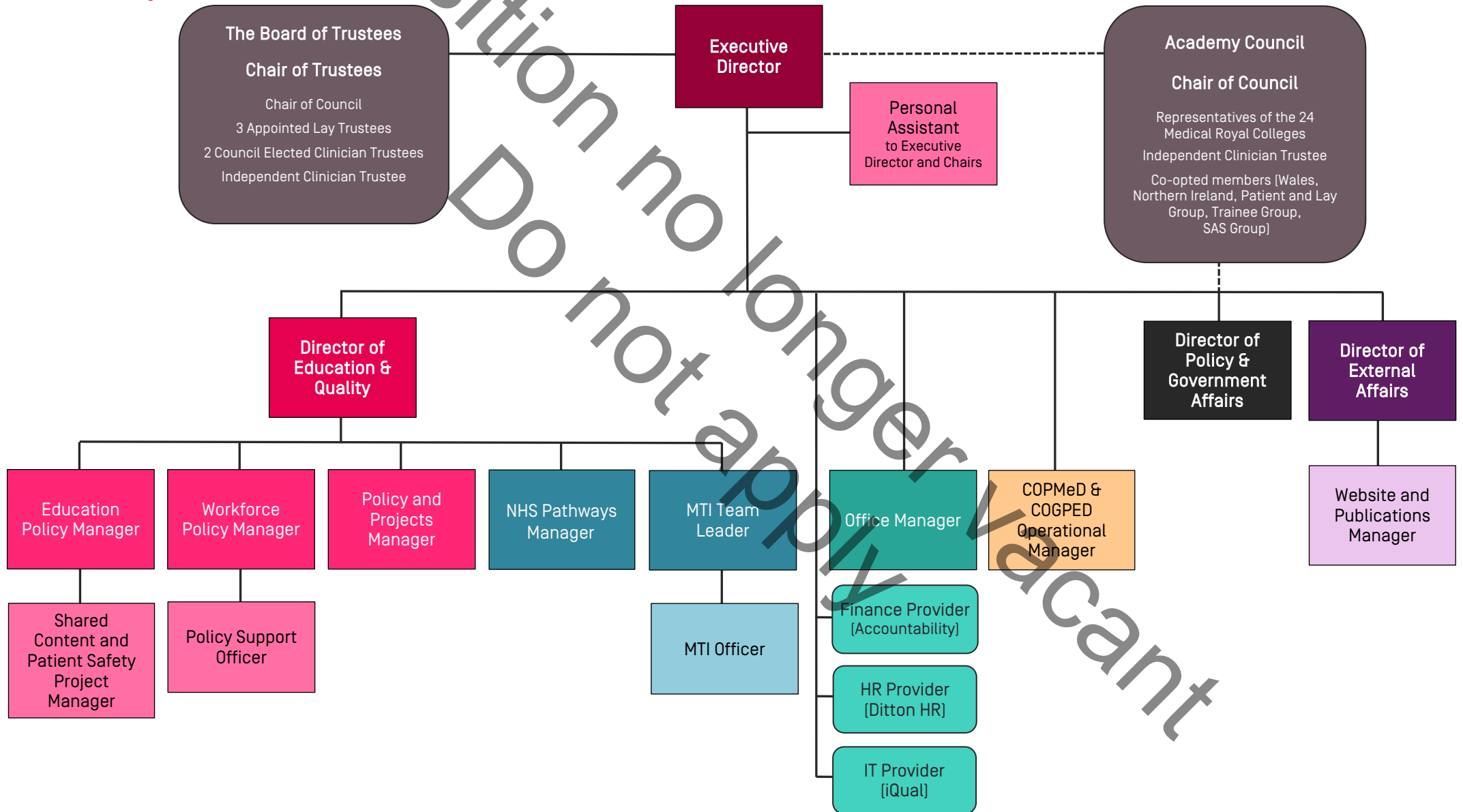
### *The new structure*

It has therefore been determined, from a number of proposals, that the most appropriate course of action for the Academy is to create two new posts aligned with the breakdown of the role of CEO into these two different elements. The first, the Executive Director, is responsible for the Academy's internal operations with overall responsibility for all staff and the Academy's finances. The Academy's incumbent Chief Operating Officer, Amy White, commenced in post as the new Executive Director on 1<sup>st</sup> July 2022, following an appointment process.

The second post, the Director of Policy and Government Affairs, will be responsible to the Executive Director and will support the Chair of Council on all aspects of the external policy agenda. This post is being advertised externally.

These two new posts, together with the Director of External Affairs (Max Prangnell) and the Director of Education and Quality (a new role, ring-fenced to an internal candidate) will comprise the Academy's Senior Leadership Team (SLT).

# Organisation chart



## Job description

<b>Job title:</b>	Director of Policy and Government Affairs
<b>Salary:</b>	From £76,029 (Grade F, with incremental annual progression)
<b>Term:</b>	Permanent
<b>Hours:</b>	Part time (likely to be three days a week; there may be some flexibility according to individual preferences and affordability)
<b>Location:</b>	Academy of Medical Royal Colleges, 10 Dallington Street, London, EC1V 0DB
<b>Reports to:</b>	Executive Director
<b>Line reports:</b>	None
<b>Budget responsibilities:</b>	None

### Key working relationships:

- Chair of Council
- Academy Officers and Council
- Director of External Affairs
- Director of Education and Quality
- Executive Director
- Academy staff
- Key contacts in main stakeholders – NHSE, GMC, HEE etc
- College CEOs and Policy Leads
- Political advisors and politicians with an interest in healthcare

## The Academy

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](http://www.aomrc.org.uk).

## Role Summary

The postholder provides the policy advice for the Academy and is the key policy contact for external stakeholders. While the Executive Director is responsible for internal management, the postholder is responsible for external representation of the Academy alongside the Director of External Affairs. They will work closely with and support the Chair of Council and Academy Officers.

Key duties are:

- External representation of the Academy alongside or in place of the Chair of Council
- Political and strategic counsel for the organisation and in particular the Chair of Council
- Policy development and advice
- Horizon scanning of all political developments, not just in health, to ensure the Academy is well-briefed and well-placed to ensure its voice is heard and its influence is effective.

## Duties and responsibilities

- Producing responses to consultations by providing responses on behalf of the Academy and/or its members
- Preparation of Council agendas and papers and presentation to Council, in support of the Chair of Council
- Initiating, developing and maintaining good working relationships with key stakeholders at the most senior level
- Analysis and summary of policy reports, Government publications, legislation etc

- Writing reports and briefing Academy staff and other key stakeholders
- Overall responsibility for producing the Academy Weekly Update for all members
- Keeping Academy members informed of policy development and seeking views as appropriate.

### General

- Contributing to the development of the Academy and supporting colleagues and providing cover if required. 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. 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
- 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
- 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

Criteria		Essential / Desirable
Education / Qualifications	<ul style="list-style-type: none"> <li>– Educated to graduate degree level or equivalent experience</li> </ul>	E
Experience	<ul style="list-style-type: none"> <li>– Has worked in a health policy environment at a senior level</li> </ul>	E
	<ul style="list-style-type: none"> <li>– Experience of working with/influencing national and government organisations</li> </ul>	E
	<ul style="list-style-type: none"> <li>– Experience of collating and representing membership views</li> </ul>	D
Skills / Ability / Knowledge	<ul style="list-style-type: none"> <li>– An excellent understanding of health policy and politics, the healthcare landscape and political influences and overtones</li> </ul>	E
	<ul style="list-style-type: none"> <li>– The ability to think strategically and create policy documents on a significant scale and at speed</li> </ul>	E
	<ul style="list-style-type: none"> <li>– Clear expression both in written form and orally; strong presentation skills</li> </ul>	E
Personal qualities / Attributes	<ul style="list-style-type: none"> <li>– Ability to command the respect of the most senior stakeholders as the authoritative representative of the Academy, alongside or in place of the Chair of Council</li> </ul>	E
	<ul style="list-style-type: none"> <li>– Excellent stakeholder management skills and understanding of the nuances of leading a membership organisation</li> </ul>	E
	<ul style="list-style-type: none"> <li>– A collaborative team player who is respectful of differences of opinion and offers constructive solutions</li> </ul>	E
	<ul style="list-style-type: none"> <li>– Ability to operate on own initiative</li> </ul>	E
	<ul style="list-style-type: none"> <li>– An eye for detail whilst also able to see the big picture</li> </ul>	E
	<ul style="list-style-type: none"> <li>– Ability to work as a team player and willingness to support colleagues and undertake administrative and operational tasks as required</li> </ul>	E
Other	<ul style="list-style-type: none"> <li>– Demonstrable empathy with the principles and practice of equality of opportunity</li> </ul>	E

## How to apply

### Key Dates

The closing date for applications is midnight on **Sunday 14<sup>th</sup> August 2022**. First round interviews will take place on **Thursday 25 or Friday 26 August**. Final interviews will take place on **14 September 2022**.

Ideally, the Director of Policy and Government Affairs will commence in post in early 2023, to allow for a period of handover with the outgoing CEO before he retires on 31<sup>st</sup> March 2023.

### 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, and the Academy is happy to support flexible working.

Please email your CV and a covering letter (no more than 2 pages) by **Sunday 14<sup>th</sup> August** to our HR partners, Ditton HR, with the job title in the subject line:

[stephanierough@dittonhr.co.uk](mailto:stephanierough@dittonhr.co.uk)

If you have any questions about this process or if you would like an informal chat about the role with the Chair of Council, CEO or Executive Director, please contact Beverley Willie, Personal Assistant, on 020 7490 6810 or by email [beverley.willie@aomrc.org.uk](mailto:beverley.willie@aomrc.org.uk).

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
- Part-time working preferences (days and/or times)
- Current or most recent salary
- Contact details: mobile telephone number & home address
- Where you heard about the role.