

Policy Support Officer Recruitment Pack

Closing date: Midnight on Monday 05th May 2025.

Interviews: Tuesday 20th May 2025.

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 23 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.

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 23 member colleges and faculties, along with delegates from the devolved nations and the Academy's three representative committees (Patient & Lay, Resident Doctors, and SAS Doctors).

Council sets our 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, and improving healthcare.

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

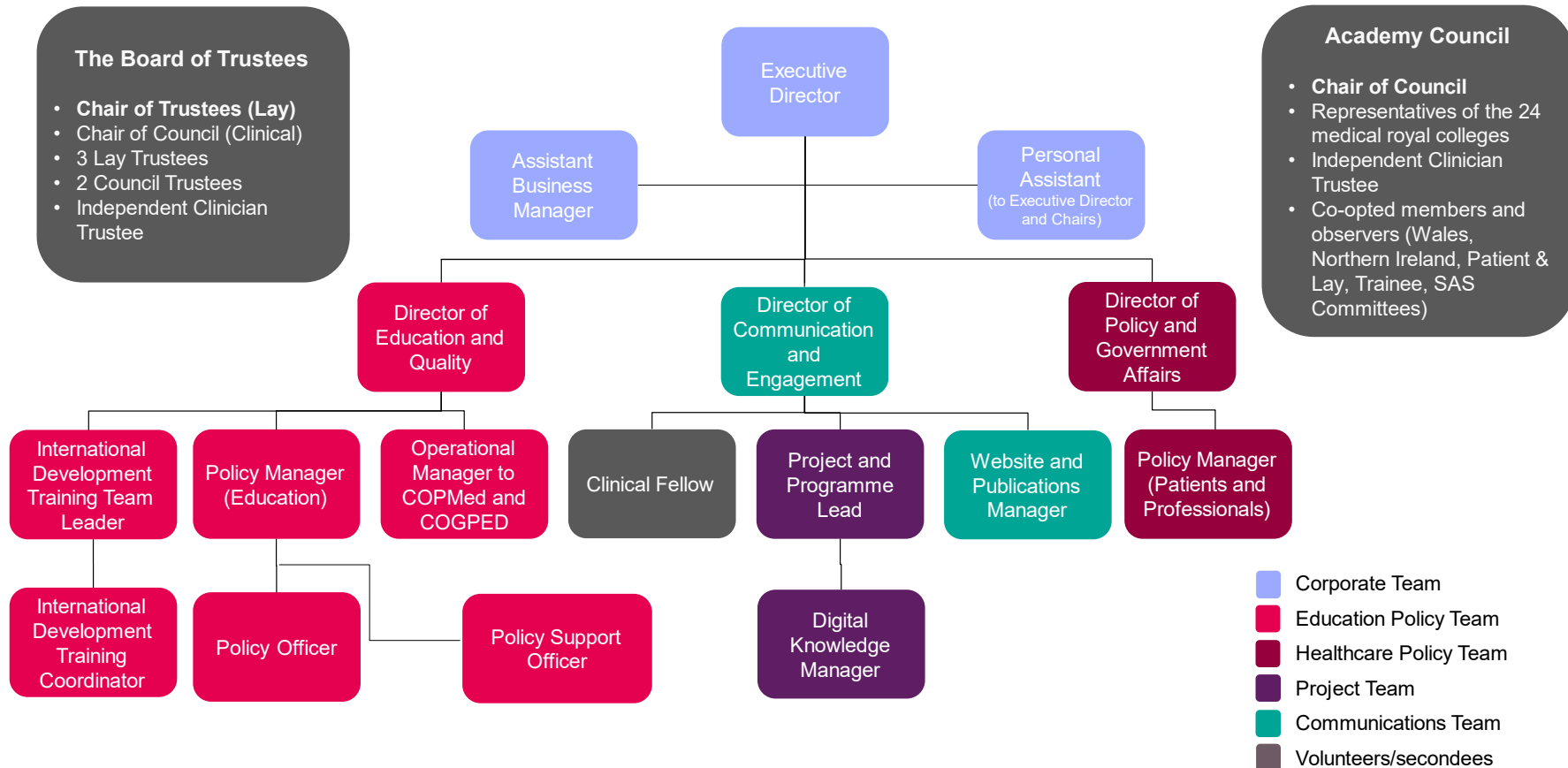
1. Rebalancing the NHS: To support a greater focus on prevention, ensure the adequate funding of social care, and better use and integration of technology and innovation.
2. Shaping Care Delivery: To ensure that we are tackling inequalities and ensuring equitable access to health and care for all.
3. The future workforce: To ensure we have the right workforce, in the right numbers and that it is properly supported and valued.

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 professionals 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.

Academy organisation chart

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Academy of Medical Royal Colleges

Job description

Job title:	Policy Support Officer
Salary:	Band A – Starting salary of £29,653 with incremental progression to top of band at £33,423.
Contract:	Permanent.
Hours:	Full time (35 hours/week), Monday to Friday; there may be some very occasional out of hours work required.
Benefits	<p>The Academy supports flexible and hybrid working. Please state your requirements in your application.</p> <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.</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 team.
Reports to:	Policy Manager (Education).
Line reports:	None.
Budget responsibilities:	None.

Key working relationships:

- Policy managers and Policy Officer
- 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 and policy officer to deliver the Academy's committee and wider policy and influencing 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 the 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.
 - Arrange meeting dates.
 - Deal with meeting invitations/attendees/apologies.
 - Deal 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.
 - Provide on-the-day support of meetings.
 - Liaise with external team members and other stakeholders.
 - Welcome committee members when they attend the office.
 - Trouble shoot and take the lead on liaising with our IT provider regarding video conferencing support.
 - Ensure supplies for face-to-face meetings, including that refreshments, are managed correctly.
 - Provide assistance with ensure 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 other administrative roles 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.
- Demonstrate a commitment to diversity, equality and inclusion, and compliance 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.
- Undertake 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, committee or administrative experience	E
	- Demonstrable commitment to continuing professional development and to acquire new knowledge and skills	E
	- 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 / Ability / Knowledge	- 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

How to apply

Key dates

The closing date for applications is midnight on Monday 05th May 2025. Interviews will take place on Tuesday 20th May 2025 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. The Academy supports flexible working.

Please email your CV and a covering letter [no more than two pages] setting out:

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

Please submit your CV and covering letter by midnight of Monday 05th May 2025 to phil.mccarvill@aomrc.org.uk and please include the job title in the subject line of your email.

If you have any questions about this process or if you would like an informal chat about the role, please contact Phil McCarvill, at the email above.