



The Royal College of Pathologists

Pathology: the science behind the cure

June 2022

Dear Applicant,

RE: Policy Officer (Part time role, 0.6)

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a Royal Medical College whose members are at the forefront of tackling the COVID-19 pandemic and furthering high standards of patient care and safety.

Communications Team

We are recruiting a Policy Officer to join our Communications Directorate. You will play a key role in developing the policy and influencing work of the College. You will support the projects and advocacy work of the College, draft policy briefings and reports. Working across directorates and with members, you will develop policy proposals and work to influence Governments and stakeholders.

The person who takes up this role will be able to develop policy positions, briefings and influencing plans that deliver change, support the College's stakeholder engagement activities and provide advice to College officers and senior staff, recommending appropriate tactics for effective engagement to raise awareness and strengthen the College's reputation.

To apply, please send a **CV** and **completed supporting information form** to recruitment@rcpath.org. The deadline for applications is **9am Monday 13 June 2022**.

This is a Part Time role of 21 hours. Interviews will hopefully be held in w/c 20 June 2022.

If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPath Diversity Monitoring Questionnaire](#)

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Samantha Jayaram
Press and Communications Manager





Policy Officer Job description

Reporting to: Press and Communications Manager

Working hours: Part time, 21 hours per week

Location: The Royal College of Pathologists, 6 Alie Street, London E1 8QT

Introduction

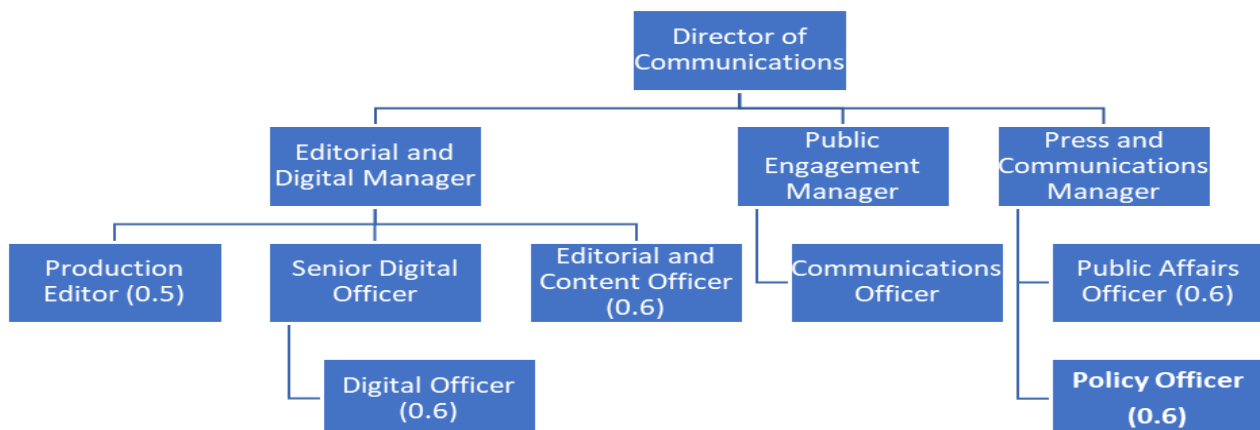
The Royal College of Pathologists (RCPATH) is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 12,000 members, all of whom are pathologists and scientists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

Directorate/Team

The purpose of the Communications Directorate includes enhancing the reputation of the College and promoting pathology and the College to targeted audiences.

This is achieved through working with the media, providing a fast and professional point of contact for all media enquiries, public affairs (engagement with politicians, civil servants and other key stakeholders), member engagement through our website, social media and publishing (the quarterly *Bulletin*, Annual Report, best practice guidance and a range of pamphlets and briefing materials), and a planned programme of support for public engagement including National Pathology Week and national science festivals.



Main purpose of the role

The Policy Officer will play a key role in further developing the policy and influencing work of the College. You will support the projects and advocacy work of the College, drafting policy briefings and reports. Working across directorates and with members, you will develop policy proposals and work to influence governments and stakeholders.

You will support various projects but you will take on key areas of responsibilities in two College projects:

- tackling anti-microbial resistance, where the College takes a '[One Health](#)' approach, to address significant concerns for human and animal health
- the development of advanced clinical practitioner roles to work alongside their medically qualified pathology colleagues supporting patient care.

Key Duties

Develop policy positions, briefings and influencing plans that deliver change, through strong project work, engagement, robust research and evidence-informed analysis.

Policy positions, briefings and influencing plans

- Develop **detailed**, engaging and accessible policy documents and materials, reports and briefings, to influence policy change.
- Develop influencing plans to support the College's policy positions.
- Work closely with the Public Affairs Officer to support the College's public affairs work, including regular liaison, development of briefings and drafting consultation responses.
- Develop effective briefings for meetings, events and engagements.

Engagement

- Support the College's stakeholder engagement activities, identifying, building and managing external networks that enhance our profile and reputation. There will be a particular focus on kindred organisations, think tanks and non-departmental public bodies.
- Liaise with colleagues and stakeholders to understand the implications of policy proposals, identifying benefits and risks.
- Ensure that members are engaged with, and have a sense of involvement in, our policy and influencing work.
- Represent the College at internal and external meetings and events to promote our policy positions.
- Provide regular updates on the development of policy positions and stakeholder engagement activities/outcomes.
- Promote the College's policy briefings, reports and other material via the College's communications channels.



Research and analysis

- Gather and research information from a broad range of sources, interpreting complex information and analysing data to inform policy.
- Analyse existing research and data to generate policy proposals and support their implementation.
- Horizon scan the policy and research environments for major developments relevant to the work of the College.

Advice and support

- Recommend appropriate tactics for effective engagement to raise awareness and strengthen the College's reputation with key policy makers and decision-makers.
- Provide advice to College Officers and senior staff.
- Work closely with cross-departmental colleagues to ensure that policy influencing work is integrated with, and supports, other team activities and organisational objectives and priorities.

General duties

- Represent the College at relevant stakeholder meetings, deputising for more senior members of the Directorate if required.
- Set and manage the policy budget.
- Undertake any other duties and responsibilities as requested which are commensurate with this role.

Scope and Accountability

Working with colleagues and pathologists, the Policy Officer will develop policy positions across a range of areas and work collaboratively to raise awareness and understanding of them, and for their implementation.

Planning

Role will require planning and coordinating with all stakeholders

Decision making

The Policy Officer will develop the College's policy positions and associated objectives with College Officers and colleagues and will work to influence key stakeholders and partner agencies to deliver these objectives. The Policy Officer will advise College Honorary Officers and senior College staff on interaction and communications with key stakeholders and kindred organisations. For example, through the preparation of policy position papers, briefing documents and arranging roundtables.

Responsibility for Resources

Post holder is responsible for the policy budget and will be a budget holder.



Key Relationships

The Policy Officer will work with College Honorary Officers, particularly the President, Vice-Presidents, Chairs of the College's Regional Councils and the Senior Management Team. Intelligence about relevant policy developments should be shared and ideas for activities developed collaboratively.

The Policy Officer will work particularly closely with the Public Affairs Officer (who manages work relating to the UK government and devolved governments). The Policy Officer will develop College relations with kindred organisations, think tanks, and non-departmental public bodies; they will look to work in partnership, developing alliances and networks.

They will also support relations between the senior officers and those in key partner and stakeholder organisations such as other medical royal colleges, NHS England, Office for Health Improvement and Disparities, UK Health Security Agency and devolved nations' organisations and bodies.



Policy Officer Person specification

Requirements	Essential	Desirable
Qualifications / Experience / Knowledge		
Graduate (any undergraduate degree) or experience that demonstrates equivalent analytical ability	✓	
Graduate(or equivalent) in science, medical or related subject		✓
Experience of drafting policy documents and reports, and capable of translating complex concepts for policymakers and influencers	✓	
A sound understanding of the policy environment, political institutions and the process of government as they affect the College	✓	
Experience of including members in policy development work		✓
Experience of influencing stakeholders, and understanding of opportunities and risks of working collaboratively	✓	
Experience of planning and implementing effective policy advocacy plans	✓	
Experience of developing and managing own projects	✓	
Experience of budget management		✓
Skills / Abilities		
Sound research, analytical and fact-finding skills, and ability to identify and understand key issues	✓	
Excellent communications skills, both written and verbal	✓	
Able to present complex information in a way that is straightforward to understand, whether in writing or verbally	✓	
A commitment to stakeholder focus and relationship management to achieve the best outcomes	✓	
Able to prioritise and work under pressure, meeting deadlines with tight schedules	✓	
Flexible approach and able to adapt plans if the policy environment changes	✓	
Collaborative working style, happy to work with others to achieve agreed influencing objectives	✓	
The post is largely self-servicing and requires good IT and administrative skills (Microsoft Office), and database management	✓	
Experience of using a Content Management System (CMS)	✓	
Qualities		
Persuasive and diplomatic manner to build clear, evidence-based arguments about complex issues to promote a policy position	✓	
Passionate about quality	✓	
Resilience and calmness under pressure	✓	
Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities	✓	



Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary	The salary for this Grade 4 role and based on the part time hours(0.6) salary is £22,562 per annum with competence-based pay progression and depending on experience.
Hours	Part time working hours are 21 hours per week, Monday to Friday (excluding lunch hour).
Annual Leave	25 days per annum (pro-rotta), plus bank holidays, increasing with length of service.
College Closure Days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee Discount Scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Cycle to work scheme	The College offers an interest free loan as part of our cycle to work scheme.
Employee Assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and Development	The College offers learning and development opportunities for all members of staff.
Maternity Pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity Pay	Two weeks full pay.
Flexible Working	Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.



The College's values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.

They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.



Teamwork

We achieve excellence by working together.

- We collaborate, share knowledge and communicate plans.
- We involve the right people at the right time.
- We work cohesively towards common goals.
- We value diversity and the contribution and expertise of others.
- We provide, seek and act on constructive feedback.
- We approach tasks with energy and focus on positives.



Service

We support members to deliver the best patient care.

- We provide a welcoming, consistent and professional service.
- We listen to our members to understand and respond to their needs.
- We deliver impartial and accurate information and advice.
- We seek opportunities to improve the value of benefits for all membership categories.
- We are positive, open and transparent.
- We are reliable, delivering within agreed timescales.



Ambition

We aspire to provide the best quality services and lead innovation for pathology.

- We strive to be the best we can be. We are resilient and determined.
- We take managed risks and learn from our mistakes.
- We take a proactive and solutions-focused approach to our work.
- We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.