**Versus Arthritis**

Job description

Job title: Assistant Director - UK Advocacy and Health Intelligence

Reports to: Chief Executive Officer

Department: UK Advocacy and Health Intelligence

Directorate: The Chief Executive’s Office

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**The Chief Executive’s Office (CEO)**

The Chief Executive’s Office supports the work of the CEO in leading the charity efficiently and effectively, as well as working with trustees, the Senior Leadership Team (SLT), staff and volunteers from across the charity.

The UK Advocacy and Health Intelligence Department is a new department within the Chief Executive’s Office. The department is responsible for leading UK strategy development and delivery across advocacy (policy, public affairs, campaigning) and health intelligence, working closely with colleagues in the Devolved Nations to ensure effective delivery of the strategy in each nation.

The department is in the Chief Executive Office to ensure driving positive change with and for people with arthritis is at the heart of the organisation. The department will also be expected to work closely with colleagues in Services and Research to ensure we are joined up in our approach to arthritis.

Job purpose

We are determined to make a significant step change in our policy, influencing and health intelligence activity to ensure that finally UK Governments, the National Health Service (NHS) and other healthcare providers prioritise and take arthritis seriously, leading to improved diagnosis, treatments and care.

This role will:

* Lead on the development and delivery of a UK advocacy strategy and make a step change in the charity’s work in this area.
* Act as the charity’s senior expert on areas within the UK advocacy and health intelligence portfolio and provide strategic advice to the Chief Executive Officer, Senior Leadership Team and Board of Trustees as required.
* Oversee the development and delivery of our UK health intelligence strategy working closely with our Head of Health Intelligence.
* Build a high performing advocacy and health intelligence department.
* Oversee the development of strategic relationships with decision makers, influencers, professional bodies.
* Work closely with Heads of Nations and their teams to ensure effective delivery of the strategy, always ensuring equitable distribution of resources and four nations, life course approach in all we do.

As a senior member of staff working closely with the Chief Executive Office and Senior Leadership Team the postholder will be collectively responsible for inspiring, motivating and leading all our people to deliver the charity’s mission and specific our strategic plan. Alongside Senior Leadership Team and other senior staff, the postholder will be expected to:

* Be leaders for Versus Arthritis first and their areas of expertise and responsibility second.
* Provide clear, confident articulation of our organisational purpose and direction of travel.
* Role model and actively embed our new values and commitments across all activities.
* Work collectively to consider options, develop solutions and agree actions.
* Actively champion our brand values with energy and dynamism.
* Be visible when and where needed, both internally and externally.
* Inspire, motivate, support, challenge and develop our people.
* Seek out, support and act on the input and recommendations of expert leads.
* Promote employee wellbeing.

Main duties

**Strategy**

* Develop and deliver an ambitious UK Advocacy strategy with clear implementation plans in all four UK nations, based on the needs and priorities of people with arthritis, underpinned by data, evidence and insight.
* Provide oversight and support to the Head of Health Intelligence to develop and deliver a plan that builds data, evidence and insights into arthritis and musculoskeletal (MSK) conditions that can underpin all our influencing activity and contributes to the wider sector.
* Work closely with the Directors of Research and Services and Devolved Nations to share knowledge, insight, understanding and learning to ensure joined up ways of working and an integrated approach to delivering impact for people with arthritis.
* Work across the charity to develop and agree organisational thematic priorities around our strategic objectives and prioritise and build impactful evidence-based campaigns to deliver positive change.

**Delivery**

* Deliver an impactful range of publications, briefings and reports to ensure Versus Arthritis is regarded as a thought leader and catalyst for change.
* Deliver presentations and interviews to build our external presence and profile as a champion with and for people with arthritis.
* Use research evidence, data and health intelligence insights on the diagnosis, treatment, care and unmet needs of people with arthritis to prioritise areas requiring action and improvement.
* Act as the charity’s expert on areas of responsibility and give regularly briefings and updates to the CEO, SLT and Board.
* Ensure the CEO is well briefed in their role representing the charity in senior high level advocacy events and deputise for them when they are unavailable, as appropriate.
* Ensure all of Versus Arthritis externally facing advocacy activity fully leverages cross organisational initiatives and capabilities, building internal knowledge and ability to work nimbly in a joined-up way across function.

**Department Leadership and Management**

* Deliver inspiring line management to the department ensuring staff are motivated, clear in their objectives and provided with professional development opportunities.
* Contribute to the development, design and delivery of the charity’s strategy and strategic implementation.
* Be accountable for department planning, budget management, performance and impact monitoring and reporting.
* Ensure department plans are fully aligned to the charity’s strategy.
* Work across the organisation, leading on, collaborating on, and supporting cross-cutting themes and organisational wide projects.

**Partnership working**

* Ensure the charity develops strong strategic partnerships with key stakeholders such as the Royal Colleges, professional bodies, parliamentarians, civil servants and other charities to maximise our chances of advocacy success and proactively build coalitions to effect change.
* Build a strong group of lay, clinical and academic advisors to support and inform our work, working closely with the Health Development Team.
* Build our campaigns network and deliver impactful and innovative campaigns around our policy priorities that amplify and build momentum for change.
* Build our network of parliamentary champions and Change Makers across the UK in partnership with Nations Teams.
* Work closely with the Research Directorate to understand the evidence for change and to inform areas for future investment that will enable us to answer key questions and build evidence that drives policy change.
* Work closely with our Services Directorate to understand people’s lived experience of arthritis so we can advocate with them and when appropriate on their behalf with authority and credibility.
* Work closely with our marketing and communications teams to use all available channels, with a strong focus on digital and mainstream media, to raise awareness of our policy calls and to build support and action around them.

**General**

* Contribute meaningfully to building the charity’s brand and community.
* Ensure we use our data and digital platforms to store data safely and securely and to streamline our ways of working.
* Contribute to the development, design and delivery of the charity’s strategy and strategic implementation with accountability for team planning, budget and forecasting, objectives and performance monitoring and reporting ensuring alignment to the organisational strategic vision and objectives.

And finally:

* Embrace, embed, model and deliver our values and commitments throughout all activity including all people management duties undertaking a coaching style which generates engagement and enhances the people experience.
* Ensure all mandatory training is completed by you and your department in line with organisational policy and practice
* Embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* Undertake any other duties as appropriate to the role and organisational requirements.

People management responsibilities

* Head of Health Intelligence.
* Senior Policy Manager.
* Campaigns Manager.
* Public Affairs Manager.
* Matrix to Heads of Nations.

Budget and resource responsibilities

* Budget holder and value of c.£800K.

Key stakeholders and relationships (internal/external)

* Internal – CEO, Senior Leadership Team, Assistant Directors, Heads of Teams, UK and National Offices, Charitable Purpose Committee, Board of Trustees.
* External – Government departments, NHS England and Department of Health and Social Care (DHSC) plus nations equivalents, civil servants at all levels, voluntary sector senior representatives, national and local health service bodies, professional associations and Royal Colleges, healthcare professionals and patient representatives.
* People with Arthritis and Health and Care expert advisors.

End of job description. Person specification on following page.

**Versus Arthritis**

Person specification

Experience and knowledge

* Detailed understanding and experience of the health, public health and care context within which we operate, with an exemplary background in policy or strategic influencing.
* Significant experience of working with people with lived experience and healthcare professionals to build consensus and drive change.
* Demonstrable strategic leadership of multiple campaigns across the UK.
* A strong understanding of communications channels and how to work with marcomm teams to harness these to build campaigning momentum.
* Successful experience of working across all four UK Nations to drive policy change.
* Strong understanding of how to use data and health intelligence to inform and underpin influencing goals.
* Significant experience of developing direct reports so they can succeed and thrive in managing complexity and ambiguity, leading your teams so they are highly engaged and have a commitment to shared goals.
* Ability to work collaboratively to manage competing priorities and demands, leading ongoing strategic prioritisation and managing stakeholder expectations in order to deliver maximum impact.
* Excellent communication, networking and influencing skills, with the ability to build purposeful relationships at a very senior level.
* A track record of working at senior level in a role which requires an organisation-wide, cross-functional strategic perspective on issues, challenges and opportunities.
* Significant experience of setting and influencing policy development in health and/or social care.
* Experience of local systems change and improvement approaches working with health planners, healthcare professionals, people with lived experience and/or social care.
* A problem solver who helps develop solutions that make a difference in situations where there is complexity of multiple stakeholders.
* Evidence of creativity, seeking new ideas and ways working to inspire and lead innovation.
* Lead in a way that inspires and brings colleagues with you, harnessing their energy and expertise to achieve success.

Skills

* Politically aware with substantial policy/campaigning experience in one or more of the voluntary, medical, health and data sectors.
* Extensive budget management experience.
* Proven track record of developing and executing policy strategies/ approaches that have far reaching and demonstrable impact on the ground.
* Evidence of agility and strategic thinking in leveraging policy as part of a broader/integrated organisational proposition to deliver better, more accelerated outcomes.
* Proven ability to network with and influence a broad and diverse range of senior stakeholders to progress critical agendas.
* Ability to work with ambiguity and complexity while continuing to drive progress and identify pragmatic solutions.
* Credible and recognised professional within the policy arena (whether Health or elsewhere).
* Strong experience of operating as part of a senior leadership team.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.