

Policy Officer (full time: 37.5 hours)

Purpose

- Support the policy team in the development of policies which promote our members' interests
- Undertake time limited project work to further CCA policy aims
- Conduct research, data gathering, and critical analysis to inform CCA activities
- Support the administration and activities of CCA working groups, working closely with working group leads
- Support the policy team in the delivery of commissioned work

Key Responsibilities

- To work as part of an established and highly experienced Policy Team, ensuring that plans and activities are delivered to ensure the delivery of the overall business plan
- To provide support across CCA working groups, including administrative work, planning, and time-limited project work
- Conduct horizon scanning to identify new policy development or proposals relevant to CCA members
- Work alongside colleagues to identify commissioned opportunities and prepare proposals for external customers
- To undertake short-term research projects and evidence/data gathering to inform CCA policy and advocacy activity
- To support the production and use of CCA policy positions and reports
- To contribute to a constructive, productive team culture by actively participating in team activities and support colleagues to deliver their objectives
- Represent the CCA at various events, meetings, and with external stakeholders, as and when required
- To deputise, on occasion, for working group leads and other CCA team members

Dimensions

- Reports to Senior Policy Manager
- Home based, with occasional travel
- Significant contact with members' senior managers across CCA working groups.
- Some contact with external stakeholders across the pharmacy sector, including but not limited to, government, trade negotiators, sector representatives and trade bodies, local authorities and the NHS.
- Salary £28,000-£33,000 (dependent on experience)

Skills and Experience

- Educated to undergraduate level (ideally within a discipline requiring high level of analysis and written skills)
- At least one years' experience in a policy related role
- Keen interest in health care policy
- Good written and verbal communication skills
- Ability to build and develop good working relationships
- Ability to produce written work to a high standard
- Good numerical and data analysis skills
- Proficient in IT usage and applications (particularly Excel)
- Ability to work on multiple projects and associated deadlines
- Insight or understanding into the role of trade associations (desirable)

Key Behaviours

- Positive, energetic, and proactive
- Team player
- Self-motivated
- Quick learner
- Analytical
- Data driven
- Adaptable
- Attention to detail and accuracy