

## Job description

<b>Job title:</b>	Senior Policy Adviser
<b>Salary:</b>	Grade B, £45 - 55k per annum plus pension and access to Private Medical Insurance
<b>Contract:</b>	Permanent. Hybrid working policy in place
<b>Location:</b>	London
<b>Start date:</b>	ASAP but flexible depending on candidate

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### Nature and scope

IHPN is the membership network for independent healthcare providers. We play a leading role in the sector by bringing all types of independent providers together, supporting them to deliver great care to patients, and enabling them to make a positive contribution to UK healthcare. Our vision is for a thriving independent healthcare sector delivering great care to NHS and private patients.

Our members deliver a diverse range of services to NHS and private patients including acute care, primary care, community care, clinical home healthcare and diagnostics across England, Scotland, Wales, and Northern Ireland. IHPN's work programme covers a similarly diverse range of topics from supporting providers to achieve net zero; working on the contribution of the independent sector to NHS services; understanding the impact of key legislation such as the Health and Care Act; developing a sector wide approach to share and learn from patient safety incidents; supporting the development of medical governance oversight frameworks; and much more. IHPN is both output and delivery focussed, and our policy work reflects this.

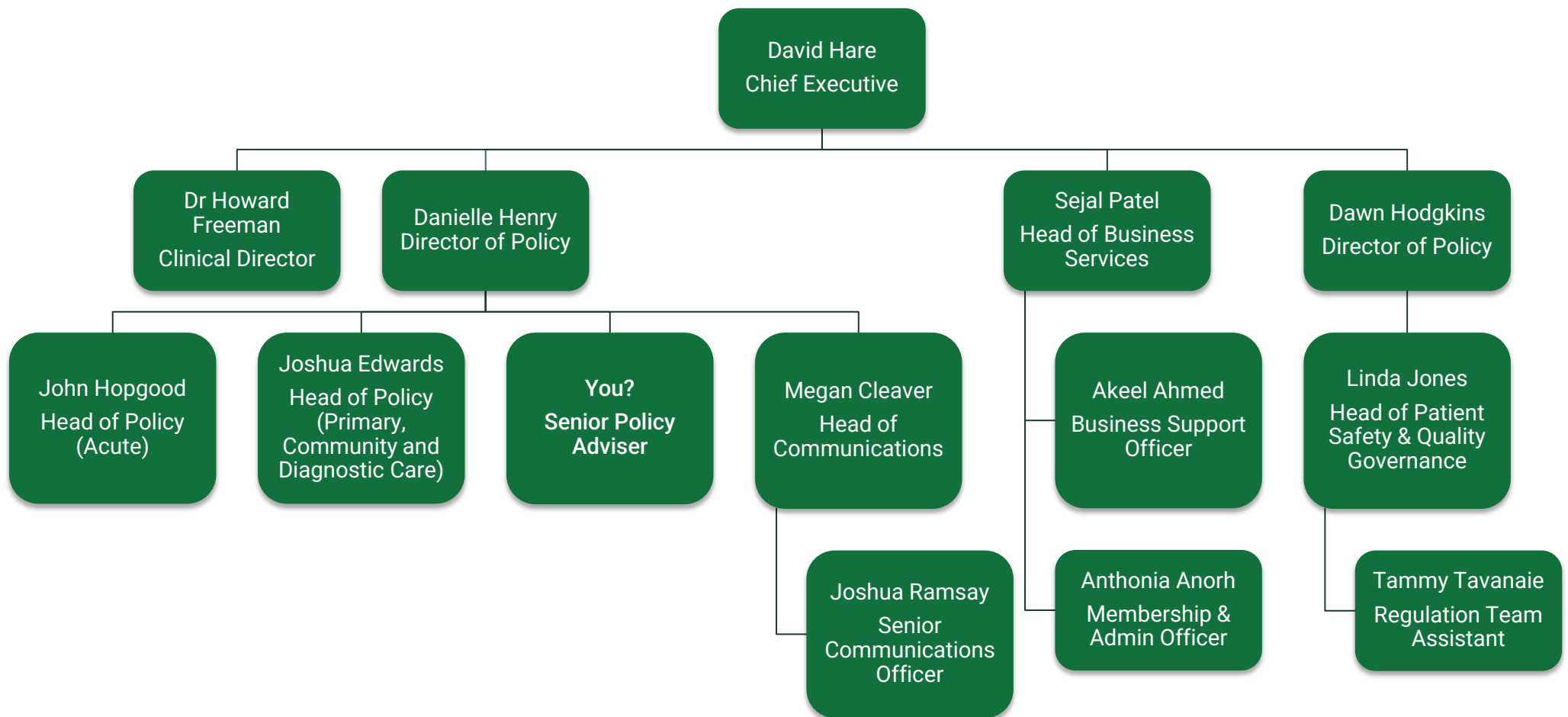
### Purpose

IHPN is currently looking to recruit up to two Senior Policy Advisers. The Senior Policy Adviser position is aimed at bolstering our policy delivery capability, playing an important role in leading and managing key policy projects. You will also be a key member of the policy team, able to respond quickly and expertly to reactive work as well as balance our proactive work programme.

You will need to have great policy development and influencing skills including strong intellectual capacity and the ability to filter information and present it effectively and accessibly to non-expert audiences. You will have a keen understanding of the importance of working with stakeholders including the IHPN membership and external organisations including NHS England, Royal Colleges, regulators and government bodies. You will be able to build relationships drawing on excellent communication and interpersonal skills and have a strong track record of influencing the policy making process.

You will have a passion for representing the IHPN membership effectively in all you do – working on their behalf to shape and influence external policy in line with our organisational strategy. You will be able to work with minimal oversight, while displaying good judgement in seeking the input of colleagues and other stakeholders.

## Structure chart



## Accountabilities

- Lead and manage key IHPN policy projects.
  - Deliver policy and influencing outputs in line with agreed goals to a high standard and to time.
  - Provide high quality policy analysis and advice on reactive issues in a fast-paced environment.
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## KNOWLEDGE, SKILLS AND EXPERIENCE

We have provided an outline of the essential and desirable criteria for this role below. However, it is more important to us to find the right person with the right mindset than someone with a very specific set of previous experiences. So, we would really encourage you to apply or get in touch for a conversation if you:

- Are a people person and interested in putting your people skills into action with both members and key stakeholders.
- Have a can-do attitude, coupled with energy, that enjoys getting on and delivering.
- Enjoy working as part of a team and able to lead when needed.
- Works in line with IHPN team values including proactivity, integrity, and putting members first.

### Essential

- Excellent policy research and analysis skills that cut through complexity and provide insight, with the ability to write accessible and compelling policy narratives informed by member/stakeholder views, evidence and best practice.
- High quality influencing skills.
- Extensive skill and experience in both research and analysing data to understand key insights.
- Excellent attention to detail, a methodical approach, and able to consistently deliver high-quality outputs.
- Able to demonstrate strong customer service and interpersonal skills, gaining the respect and confidence of internal and external stakeholders.
- Be able to work collaboratively and build strong cross-organisational relationships within a multidisciplinary team and to deliver independently when needed.
- Flexible and agile in a rapidly changing environment.
- Effective facilitation and collaboration, using relevant tools and technology, online and face to-face.
- Previous experience of working in public policy, healthcare and/or a membership organisation.
- Excellent IT skills.

### Desirable

- Educated to degree level.
- Experience of delivering projects.
- Experience of working in public affairs and/or PR.