

## Job Description

<b>Job Title:</b>	Policy and Regulatory Executive
<b>Reports To:</b>	Director of Regulation
<b>Location:</b>	London (currently mainly home working with the possibility that at least some time will be spent in our central London office in the months ahead)
<b>Salary range:</b>	£31,045

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### Purpose

The Policy Executive supports the delivery of IHPN's policy and regulatory affairs work. They will be responsible for monitoring and informing members and the IHPN team about relevant policy and regulatory issues, developing policy position statements and will support the Director of Regulation and the Senior External Relations Manager to deliver the relevant parts of the organisation's work programme.

The Policy Officer will also support the established Scottish and Welsh networks within IHPN through intelligent monitoring and delivery of secretariat services.

IHPN members work within a heavily regulated sector. IHPN supports them by working with regulators to help positively influence the regulatory environment, as well as to ensure that members are well-placed to deliver the highest standards of safety and quality. In recent years this has included important work on behalf of members to strengthen clinical governance and information sharing, and improve consistency across the sector.

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### Nature and scope

The Policy Executive sits within the small IHPN team. The IHPN is the representative body for independent sector healthcare providers. Our members deliver a diverse range of services to NHS and private patients including acute care, primary care, community care, clinical home healthcare, diagnostics and dentistry.

IHPN's role covers private as well as NHS funded care, and to Scotland and Wales as well as England. The post-holder will help to deliver the expanded remit by providing policy support across a range of issues in all three nations.

The post-holder will be a key part of the team and lead on monitoring and interpreting political and regulatory change in England, Scotland and Wales. They will be responsible for understanding and communicating issues of relevance to members and to co-ordinate action as needed, for example by responding to government consultations. This includes keeping well-informed on developments from

government, national bodies, regulators and professional and patient organisations as well as the UK Parliament, Scottish Parliament and the Welsh Assembly. They will play a key role in co-ordinating the smooth running of these networks by setting the agenda for meetings, inviting external speakers and ensuring that members continue to derive value from membership of IHPN.

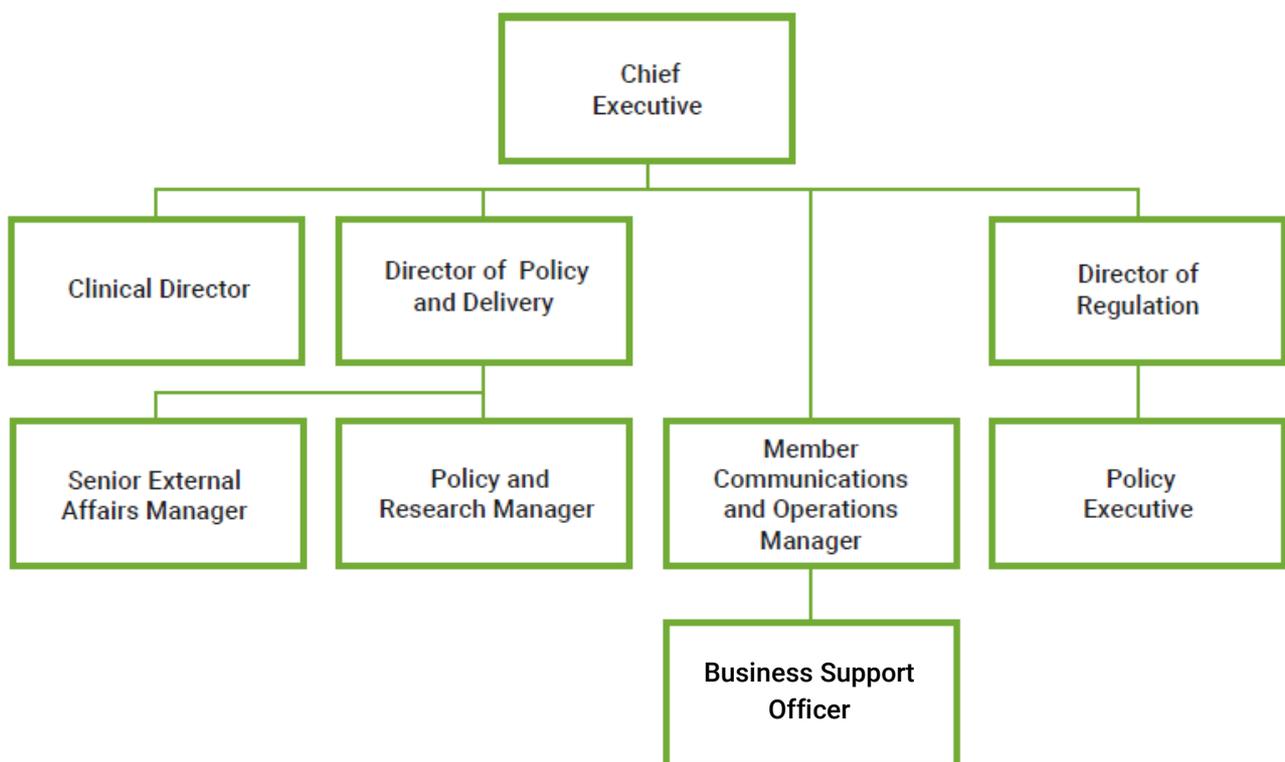
They will also support the delivery of key IHPN policy projects including work in relation to patient safety in independent hospitals in the context of the Bishop of Norwich’s public inquiry. This will involve policy research and development and opportunities in both policy formation and programme management skills.

The post-holder will support the wider work of IHPN by developing regulatory policy positions on issues of relevance to all members to support the role of the independent sector in the broader UK health system.

IHPN is the membership network for independent healthcare providers. We play a leading role in the sector by bringing independent providers together, representing their interests, and supporting them to deliver great care to patients.

Our vision is for a thriving independent healthcare sector delivering great care to NHS and private patients

### Structure chart



## Accountabilities

- Support the delivery of IHPN's regulatory affairs function including: monitoring key publications and online resources for relevant research, policy reports and information about members' activities; horizon scanning for forthcoming relevant consultations and events; researching and collating information and preparing draft reports, briefings and communications materials; collating information and consultation responses from members and stakeholders and presenting them to the team in the appropriate format; supporting the preparation and production of reports, consultation responses, input into media enquiries, briefings and other member resources.
  - Contribute to the development of IHPN policy positions through research, analysis and structured problem solving. This will require high levels of structured problem solving skills alongside keen political intelligence.
  - Maintain knowledge of regulatory policy developments in England, Scotland and Wales, monitoring activity and providing analysis and updates to members as needed.
  - Contribute to the delivery of key IHPN work programmes including the organisation's engagement with public inquiries and other high profile areas. This will include research and development of policy positions, and accountability for ensuring that key deliverables are met.
  - Draft high profile written output including consultation responses, content for the member newsletter, and comment and analysis on regulatory and political developments.
  - With the Director of Regulatory Affairs lead the delivery of secretariat services for IHPN member networks including agreeing agendas, arranging meetings and identifying and securing external speakers.
  - Work with the Senior External Affairs Manager to assist in policy influencing, including through preparing briefing for senior colleagues and parliamentarians.
  - Represent the organisation by attending external stakeholder meetings and events including with NHS national bodies, and key stakeholders in the independent healthcare market.
  - Organise own workload, managing a range of issues and demands, to ensure work is produced to a high standard and within agreed timelines.
  - Develop relationships with members and key stakeholders.
  - Organise policy related events including identifying and securing speakers.
  - Project manage the delivery of small projects, i.e. researching projects with members for example survey design, administration, data collection and analysis.
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## KNOWLEDGE, SKILLS AND EXPERIENCE

### Essential

- Educated to undergraduate level with strong academic credentials.
- Sound knowledge of the current policy or regulatory issues within the health sector in England.
- Experience of policy or regulatory work in either a membership body, parliament, government, national body, professional body, charity or other relevant professional context.
- Excellent written communication skills and a proven ability to distil complex information into easy to understand messages.
- Strong IT skills including use of Microsoft Office suite, especially Word and PowerPoint.
- Self-starting with the ability to work independently to tight deadlines.
- Experience of working in a busy office environment.

### Desirable

- Relevant post-graduate qualification.
- Sound knowledge of the current regulatory policy issues within the health sector in Scotland and Wales.
- Experience or knowledge of the independent health care sector.