**The Chartered Society of Physiotherapy**

**Job Description**

**Job Title:**  **Policy Lead**

**Directorate: Strategy, Policy & Engagement**

**Team: Policy**

**Grade: 6**

**Hours:** Full time

**Accountable to: Head of Policy**

**Responsible for*:***  *n/a*

**Main purpose of the post:**

To provide policy analysis, information and data to support evidenced-based policy development. To work with colleagues across the CSP to influence public policy, working in close collaboration with the CSP Public Affairs Lead

**Main duties and responsibilities:**

|  |  |
| --- | --- |
| **1.** | Working collaboratively across CSP teams /directorates and with CSP members to influence public policy and position physiotherapy |
| **2.** | Supporting the delivery of CSP campaigns and events to engage policy makers |
| **3.** | Developing collaborations and alliances with external stakeholders to influence public policy  |
| **4.** | Contributing to CSP policy development and responses to external policy changes – including drafting submission to relevant policy consultations  |
| **5.** | Proactively monitoring external policy developments in relation to health and care, including relevant upcoming public consultations and other opportunities to influence |
| **6.** | Providing briefings for colleagues and CSP members, summarising developments and analysis of the implications for the CSP/the physiotherapy profession of external policy developments |
| **7.** | Proactively identify sources of data and evidence to support policy development in priority areas for the CSP  |
| **8.** | Analysing evidence and data collected from a number of different sources, keeping colleagues up to date with research and evidence |
| **9.** | Supporting new evidence/insight by organising systematic data collection and supporting commissioning of new research  |
| **10.** | The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team |

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## Person Specification Form

*The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.*

***E*** *– Essential requirements are those without which the job could not be done.*

***D*** *– Desirable criteria are those that may enable better or more immediate performance in a job.*

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL/**DESIRABLE****(E or D)** | **ASSESSED BY APPLICATION/****INTERVIEW/****TEST (A/I/T)** |
| **Educational Requirements** |  |  |
| Educated to degree level or equivalent is desirable. Candidates who can demonstrate a successful track record in their career, have relevant experience and can demonstrate the necessary skills/abilities /knowledge will be given equal consideration | D | A |
| **Previous experience** |  |  |
| Significant experience of working in a policy role and influencing public policy without close supervision | E | A/I |
| Familiarity with health and care policy making in England | E | A/I |
| Experience of working effectively within a team and cross-organisational working |  |  |
| Experience of working in a research role | D | A |
| **Skills and knowledge**  |  |  |
| Proven ability to sift for key information, summarise and draw sound conclusions from a range of data  | E | A/I |
| Proven ability to play a lead role in identifying, analysing and developing responses to emerging policy developments in collaboration with others  | E | A/I |
| Excellent communication skills (written and oral) | E | A/I |
| Proven ability to develop effective working relationships and alliances with a range of internal and external stakeholders | E | A/I |
| Proven ability to work on own initiative without close supervision | E | A/I |
| Well-developed ICT skills, including ability to use a range of Microsoft Office tools (Work, Excel, Outlook) at intermediate level | E | A/I/ |
| Having a systematic and logical approach with good organisational skills | E | A/I |
| **Other requirements**  |  |  |
| Demonstrating behaviour in keeping with CSP core values: courage, integrity, inclusivity and learning  | E | A/I |
| An awareness of and commitment towards trade union principles | E | A/I |
| Knowledge and understanding of equality and diversity principles and the ability to work to them in practice | E | A/I |
| Ability to work effectively from home | E | A |
| Ability to undertake the travelling and unsocial hours required of the post. e.g. travelling to CSP headquarters in London, attend conferences.  | E | A |

**Home based working at the CSP**

Some jobs advertised at the CSP may be described as having the flexibility to be office or home-based.

To be considered for a homeworking position the following pre-requisites need to be fulfilled.

* Your permanent place of residence has, as a minimum,18Mbps download speed[[1]](#footnote-1).
* You have a dedicated working space that meets Health and Safety requirements.

***Note:*** *job offers will be conditional and subject to CSP carrying out an assessment of your homeworking environment to ensure all necessary requirements are met*.

We also set the following expectations for home working to help you decide whether a homeworking role at the CSP is something you wish to pursue.

* CSP reserves the right to install its own connection should the speed or location of the existing connection be unsuitable. You must therefore have the necessary rights of way to and through your building for BT to install a line directly into the office location within your home if so required. The CSP will not recompense costs for any redecorations or reparations as a result of a installing a new connection.
* You will need to be IT literate and be comfortable with technology and able to be self-reliant. For example, you should be able to change a toner cartridge on a printer and unblock paper jams without assistance.
1. The CSP uses the BT online broadband speed checks to confirm download speeds in your location. The CSP will need your postcode / house name or number when conducting these checks prior to confirming offer. [↑](#footnote-ref-1)