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| Post: | Policy and Public Affairs Lead |
| Location: | Cardiff |
| Pay Band: | B1 £31,014.12 - £37,123.92 |
| Contract type: | Permanent |
| Line Manages: | n/a |
| Reports To: | Communications and Public Affairs Manager |

**Role description**

The purpose of the job is to:

* Monitor legislative, political and public policy developments and advise on how these might impact on establishing or changing the policies of Social Care Wales
* Monitor the work of the Assembly, Government and other organisations, and keep senior management briefed on developments that are relevant to Social Care Wales
* Prepare briefings for the Chair, Chief Executive and Directors for selected meetings, drawing together relevant evidence
* Monitor consultations and advise on where these have implications for Social Care Wales strategy and policy
* Support the organisation’s approach to engagement with its partners and stakeholders
* Attend key meetings on behalf of senior colleagues as and when required

It is essential that the post-holder is capable of carrying out all tasks and responsibilities equally competently in Welsh and English.

Main Duties:

Monitor legislative, political and public policy developments, as well as consultations and other intelligence that may have implications for Social Care Wales strategy and policy, and advise on what changes might be need to be considered.

Provide senior management with regular updates on relevant developments at the National Assembly and other matters/issues on the horizon.

Prepare a weekly digest for internal colleagues and partners from across the sector, including policy updates, information on key events, and other relevant developments across Wales and beyond.

Advise, and work with, the Chair, Chief Executive, Directors and managers on their engagement with Ministers and senior Welsh Government officials, including our sponsors.

Develop and organise an annual plan of engagement e.g. e-bulletins and ad hoc events with local and national politicians.

Develop relationships with the advisers and researchers of relevant Ministers and Assembly Members (AMs), as well as those who support key committees and cross-party groups.

Monitor and evaluate the success of engagement with AMs by using commissioned research (Ipsos Mori). Use these findings to develop the aforementioned engagement plan.

Prepare briefings and presentations for the Chair, Chief Executive and Directors for selected meetings, which may include providing evidence to an Assembly committee.

Attend key meetings on behalf of senior colleagues as and when required e.g. Welsh Government meetings on Brexit planning, Foundational Economy.

Seek out influential organisations or groups which could be a priority for engagement and assist Social Care Wales in achieving its objectives (building on an external stakeholder mapping exercise already in place).

Develop strong relationships with policy groups, academia and ‘think tanks’ in Wales and UK-wide, especially relating to social care policy, but also in other fields that can have an impact on how well we can achieve our ambitions, such as the economy, skills, education, health etc.

Support the Communications and Public Affairs Manager in developing and implementing initiatives to help Social Care Wales develop better relationships with its main stakeholder groups.

Participate in, and support, the team’s activities on social media as and when required. Work with the communications team on an ad hoc basis and on specific projects.

Deputise for the Communications and Public Affairs Manager, as and when required.

**Person specification**

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| Post: | Policy and Public Affairs Lead |

We expect all our staff embrace and demonstrate behaviour that is in line with our organisational values:

**Respect everyone**

Seeing people as Individuals and treating everyone with dignity and respect

**Professional approach**

Acting responsibly and appropriately, holding each other to account.

**Always learning**

Improving ourselves and supporting others to be the best we can be

**Involve people**

Encourage and enable everyone to work together.

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|  | **Essential** | **Desirable** |
| **Qualifications** | Relevant degree or a good level of education supported by substantial experience.  Evidence of continuous professional development. |  |
| **Knowledge** | Knowledge of the political and legislative system in Wales and the UK, how it works and its potential impact on our objectives.  Sound knowledge of current and future challenges facing the sector. | Has existing contacts with political advisors and officials at the National Assembly. |
| **Experience** | Experience of working in a policy environment, including the use of research and analysis to reach conculsions  Track-record of building effective internal and external stakeholder relationships. | Experience in the public sector within a regulatory body. |
| **Skills & Attributes** | Ability to form strong working relationships with senior people in politics and from other stakeholder groups.  Diplomatic and persuasive, able to convey the opinion of the organisation on topics/issues, even when they may not agree that view personally.  Proven networking and negotiating skills and the ability to manage working groups.  Highly-organised and process-driven but outcome-focused.  Strong analytical ability and highly effective written and oral communication skills.  Able to present complex information in an understandable way to a range of audiences.  Able to work on own initiative and have strong organisational skills to manage and prioritise a range of activities reliably and in a timely manner.  Experienced at providing wide-ranging advice and guidance to senior management and at Board level.  **Language requirements**  Listening and speaking: Able to fulfil all spoken aspects of the post through the medium of English and Welsh.  Reading and understanding: Able to use and interpret information from various sources through the medium of English and Welsh.  Writing: Able to write routine work related material through the medium of English and Welsh |  |

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**Confidential**

**Application form**

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| Post applied for: | Policy and Public Affairs Lead |

For HR use only:

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| Candidate Reference Number |  |

**Application form Confidential**

This form will need to be photocopied, please type or write clearly in black ink – Please do not remove any of the perforated pages.

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| **Personal details** | | |
| Last name - Mr/Mrs/Ms/Miss | | |
| First Names(s) | | |
| Home Address | | |
| **Telephone No.** | Daytime: | Home: |
|  | Mobile: | e-mail: |

**References**

Please give details of two previous employers to whom we may apply for a reference. One of these must be your present or most recent employer - if applicable.

**References for all shortlisted candidates will be taken up prior to the interview.**

**If you do not want us to contact your referees at this stage please tick the box:**

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| --- | --- |
| 1. Name: | 2. Name: |
| Job Title: | Job Title |
| Capacity: | Capacity: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| e-mail: | e-mail: |

**Relationships**

Have you any friends or relatives employed by the Social Care Wales? If so, please provide name(s) and relationships with those named:

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**Legal status to work in the UK**

Do you have the legal right to work in the UK? Yes/No

If ‘YES’ but there are conditions attached, for example start or finish dates, please give details:

If ‘NO’ what type of permit do you require?:

**Availability**

Are there any dates during the next two months when you cannot attend for interview?

**Education/qualifications**

Please give name and type of establishment, beginning with Secondary School and list qualifications gained.

| **Establishment** | **Qualifications** |
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**Membership of professional bodies and professional qualifications**

Please give details of your membership of professional bodies and the level of qualification attained.

| **Date** | **Professional Organisation** | **Level of membership attained** |
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**Additional training**

Please detail any further or specialist training undertaken or continuing professional development.

**Employment**

If you are a school/college leaver include details of holiday jobs.

**Present or last employer**

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| Name, address and nature of business: |
| Position held and responsibilities: |
| Dates (Month and Year) From: To: |
| Salary (now or on leaving): |
| Notice Period: |
| Reason for leaving: |

**Previous employers**

Starting with the most recent. Add more rows if necessary.

| **Name and nature of business** | **Position held and responsibilities** | **Duration - months and years** |
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**Person Specification**

Please explain how you meet the following criteria by providing examples from previous experience *(please note: the boxes will expand as you write in them)*

**Essential**

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| Knowledge of the political and legislative system in Wales and the UK, how it works and its potential impact on our objectives |
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| Sound knowledge of current and future challenges facing the sector |
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| Experience of working in a policy environment, including the use of research and analysis to reach conclusions |
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| Track-record of building effective internal and external stakeholder relationships. |
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| Ability to form strong working relationships with senior people in politics and from other stakeholder groups |
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| Proven networking and negotiating skills and the ability to manage working groups |
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| Strong analytical ability and highly effective written and oral communication skills. |
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| Able to work on own initiative and have strong organisational skills to manage and prioritise a range of activities reliably and in a timely manner |
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| Listening and speaking: Able to fulfil all spoken aspects of the post through the medium of English and Welsh.  Reading and understanding: Able to use and interpret information from various sources through the medium of English and Welsh.  Writing: Able to write routine work |
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**How did you hear about this position?**

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**Please tick this box if you would like to receive any elements of the interview process in Welsh**

**Declaration**

I confirm that the details of this application and the evidence of competency provided in support of it, are to the best of my knowledge true and accurate; and I consent to Social Care Wales processing, by means of a computer database or otherwise, any information I have provided for the purposes of employment with Social Care Wales.

Signature**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_