

## *Job description*

<b>Job title:</b>	Senior Policy Fellow
<b>Reporting to:</b>	Assistant Director of Policy
<b>Salary:</b>	£79,484 per annum plus <u>excellent benefits</u>
<b>Contract type:</b>	Permanent
<b>Hours per week</b>	37.5 hours per week if full time or we would consider part-time hours for this role (minimum of 30 hours over 4 days per week). We require all staff to work a minimum of 2 days per week on average working in our London office/in person, in line with our hybrid working framework.

### **The Health Foundation**

We are an independent charity committed to bringing about better health and health care for people in the UK.

Health is our most precious asset. Good health enables us to live happy, fulfilling lives, fuels our prosperity and helps build a stronger society. Yet good health remains out of reach for too many people in the UK and services are struggling to provide access to timely, high-quality care.

It doesn't have to be like this. Our mission is to help build a healthier UK by:

- Improving people's health and reducing inequalities.
- Supporting radical innovation and improvement in health and care services.
- Providing evidence and analysis to improve health and care policy.

We'll achieve this by producing research and analysis, shaping policy and practice, building skills, knowledge and capacity, and acting as a catalyst for change.

Everyone has a stake and a part to play in improving our health. By working together, we can build a healthier UK.

## **Our commitment to you**

Our top priority is finding the best candidate, and that might be you.

We're committed to building an inclusive workplace that values diversity, which is why we encourage you to apply for our job even if you don't meet every requirement. We value professional and lived expertise and welcome applicants from all backgrounds. We particularly encourage those from underrepresented and underserved groups in this field, such as people of colour, people from the LGBTQIA+ community, people with disabilities and people from lower socio-economic backgrounds to apply.

We encourage you to speak with us about your neuro-diversities, disabilities, long term medical conditions, chronic illness, mental health, wider health conditions and/or caring responsibilities etc. so we can work together on adjustments to make the recruitment process and work more accessible and enjoyable for you. We offer flexible working as well as a range of excellent benefits. Please contact us on [recruitment@health.org.uk](mailto:recruitment@health.org.uk) so we can support should you wish to discuss this further.

We're dedicated to an inclusive hiring process, where every candidate has the chance to showcase their skills in a comfortable environment.

So, come apply to join our team and let's work towards building a diverse and authentic workplace together.

## **The policy team and strategic priority**

The aim of the policy team is to support more evidence-informed policies on health and social care in the UK, contributing to better population health. We do this by analysing, understanding, and informing national policies on health, social care and public health in the UK, with a particular focus on the overall direction of the health system in England and how it is performing. This includes work on national policy changes and priorities in health and care (such as developing integrated care systems in the NHS, improving access to primary care, and strategies to improve public health and prevention), the policy approaches used to improve performance (such as greater devolution or cross-sector collaboration), the overall performance of the health system (for example, through public polling and international comparisons), and several other policy areas. We focus primarily on public policy, and analyse health and care policy in its political context.

The policy team uses a mix of approaches to achieve our aims, including:

- Scanning policy developments on health, social care, public health and related areas of social policy
- Generating research and analysis to understand how national policies impact on the NHS, social care and population health in different contexts
- Making sense of and synthesising existing evidence to identify implications for policy
- Providing an independent voice on the direction of health, social care and public health policy in the UK and the quality of care, including how it compares to health and public health systems in other countries
- Convening policymakers around relevant evidence, analysis, and questions for the future

Most of the team's work involves in-house research and analysis. But we also manage contracts with other researchers and organizations—sometimes large contracts spanning multiple years. This includes contracts for public polling research and research fellowships.

The policy team contributes to the Health Foundation's broader strategic priority of improving health and care policy—one of three overarching priorities for the Foundation set out in our strategy for 2023-2025. The policy strategic priority is led by the Director of Policy and involves joint working between Health Foundation teams, including the REAL Centre, Data Analytics, the Research team, and others.

Work within the policy strategic priority is divided into various topic-based themes, including health system performance, primary care, social care, and health system reform. In each area, teams are involved in a mix of planned and responsive analysis. Across all these areas, our work considers the impact of health policies and performance on inequalities.

### **Purpose of the role**

The senior policy fellow will lead a programme of work focused on primary care policy. This will include analysis of long-term policy issues (such as access to general practice and the role of primary care in the wider health system), developing our monitoring of routine performance data, and continuing our work on improving equity in primary care funding and delivery. The post-holder will also act as a source of knowledge and expertise within the Foundation on policy developments in primary care and other parts of the system, particularly community health services and the role of integrated care systems.

The senior policy fellow will be responsible for a mix of short and longer-term projects, including in-house policy analysis and research, reactive work, and the development of projects to commission externally. The postholder will also contribute to a range of projects across the Health Foundation that relate to primary care and general practice, offering expert advice on research design and interpreting research findings. This will involve close working with researchers producing quantitative analysis in the Foundation's data teams.

The senior policy fellow is expected to have a versatile skill-set, including robust research skills, needed to lead and contribute to the wide range of in-house analysis conducted by the Health Foundation. This includes experience of synthesizing qualitative and quantitative research evidence, analysing policy documents, grey literature, and official reports related to a particular policy area. It may also include experience of designing and conducting qualitative studies (carrying out in-depth interviews and coding qualitative data), and/or experience of quantitative data analysis. The role requires a good knowledge of the strengths and weaknesses of different research methods in health services research.

The senior policy fellow is also expected to have strong writing skills, and to be able to draft for a range of audiences, including internal briefings, and external outputs including blogs, briefings and reports. The post-holder will represent the Foundation externally and will have excellent communication skills, as a confident presenter, able to distil complex concepts for a wide range of audiences, including senior stakeholders and the media.

The abilities described above must be backed-up by a sound knowledge of health policy. The senior policy fellow is expected to have a detailed knowledge and understanding of health and care policy in the UK, including primary care and wider NHS reforms in England. They are expected to have an understanding of the politics of health reform, including the

role of party politics, politics amongst key stakeholders (the professions, patients, third sector) and the role of the media. We are looking for a colleague who is committed to continuing to learn, and to further developing their skills outlined above.

### **Key responsibilities and outcomes.**

1. Lead a substantive portfolio of work on general practice and primary care as part of our strategic priority to provide evidence and analysis to improve health and care policy. The postholder will be expected to shape the priorities and direction of this programme, making links with related work across the Foundation and leading on and acting as senior sponsor to a number of projects from planning and development to analysis, writing and publication.
2. Undertake (and provide senior oversight of) research to inform policy analysis, including but not limited to conducting literature reviews and synthesizing research evidence, analysing qualitative data, and working with analysts producing quantitative research.
3. Provide expertise on general practice and primary care to other teams working on relevant research and analysis within the Health Foundation
4. Write for a range of audiences to communicate our research and analysis, and relevant policy implications. This includes contributing to Health Foundation publications, press releases, internal briefings and other relevant outputs.
5. With other members of the senior management team, lead work on developing the policy team, including improving ways of working, team learning and development, and change management as we implement our strategy for 2023 to 2025.
6. Build and maintain relationships with relevant external stakeholders, including clinical, academic and NHS policy communities.
7. Act as a spokesperson for the Health Foundation's policy work, communicating our messages on national policy in the national media and other outlets.
8. Communicate our work to a range of other audiences, using a variety of means. This includes facilitating roundtables, running workshops and other opportunities to convene senior stakeholders through meetings, events and other formats.
9. Line manage at least one team member and others as needed, including NHS management trainees or clinical fellows on placement at the Foundation.
10. Demonstrate initiative and intellectual agility in identifying areas of interest for the team to focus on, or to scope to externally commission research on.
11. Contribute to corporate activities such as staff meetings, and corporate initiatives to help develop the Foundation.
12. Actively develop professional and technical expertise.
13. Take advantage of learning opportunities available to all Health Foundation employees, and undertake all required mandatory training.
14. Commit to and demonstrate the Health Foundation's key behaviours: Being Committed to Diversity and Inclusion, Working Together, Achieving Impact and Discovering and Learning.

### **Wider contribution**

As with other staff at the Foundation, the postholder will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary. The postholder will similarly be expected to play a role in supporting and helping to develop the team to enable it to improve its effectiveness.

**The post holder will at all times aim to embed our key behaviours – Working together, Achieving impact, Discovering and learning – in all aspects of their day to day delivery in the role.**

**Candidates should have the right to work in the UK at the time of appointment, as we do not provide visa sponsorship.**

## Person specification

Criteria	Assessment (CV/SS-Shortlist, T-Test, I- Interview)	Essential Desirable (E/D)
<b>Commitment to Equity, Diversity and Inclusion</b> - A commitment to diversity and inclusion in employment and service delivery.	I	E
<b>Working together</b> - A person who works collaboratively and can lead successfully across teams (both internally and externally) in a consultative manner.	I	E
<b>Achieving impact</b> - Ability to work as part of a team towards a common mission.	I	E
<b>Discovering and Learning</b> - A person with an active interest in the work of their colleagues and a commitment to developing their knowledge. An ability to learn from successes, challenges, and mistakes.	I	E
A track record of leading research and analysis aimed at influencing policy	CV/SS, I	E
A detailed knowledge and understanding of health policy in the UK, particularly in relation to primary care. An understanding of the politics of health reform – party politics, politics among key stakeholders (the professions, third sector, patients) and the role of the media.	CV/SS, I	E
Excellent analytical skills, including evidence of using qualitative research methods and understanding of their strengths and weaknesses.	CV/SS/I	E
Ability to understand and interpret evidence based on quantitative methods. Understanding of broader research methodology and design, and the strengths and limitations of different approaches and their use in different contexts.	CV/SS/I	E
Experience of conducting literature reviews and synthesising evidence and information from a range of sources to draw conclusions and policy implications	CV/SS/I	E
Excellent writing skills. Evidence of being able to write clearly and concisely, leading the production of outputs that communicate complex ideas clearly and logically to a range of audiences	CV/SS/I	E
Excellent verbal communication skills. Experience and understanding of how to present and communicate complex issues in health policy to a variety of audiences, including to the most senior policymakers, print and broadcast media.	CV/SS/I	E
Strong facilitation skills and ability to build and maintain a network of stakeholders. Evidence of project management skills.	CV/SS/I	E