

Job Description

Section 1 – Description

Job Title: Maternity cover- Policy Officer, Scottish Health Action on Alcohol Problems (SHAAP)

Location: SHAAP, RCPE, Edinburgh

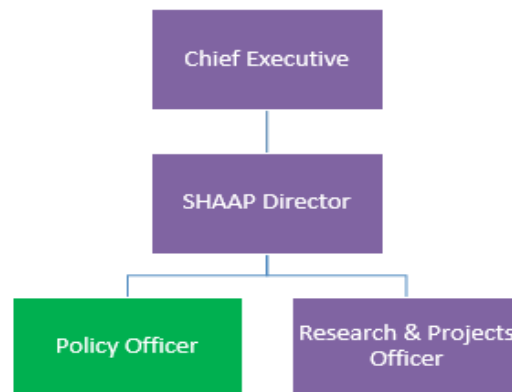
Reports to: Director, SHAAP

Date: January 2021

Section 2 – Job Purpose

To support SHAAP advocacy and educational activities through identifying and analysing relevant policy, providing advice and guidance re-evidence-based positions, carrying out research, monitoring media and policy activity, responding to consultations, organising events and providing administrative support.

Section 3 – Organisation Chart



Section 4 – Dimensions

- Support campaigns across a range of alcohol-related policy issues.
- Monitor media and policy developments.
- Maintain and expand SHAAP's social media profile and activities in conjunction with the Director, to coordinate press releases and produce email briefings.
- Undertake and disseminate relevant news and media reports.
- Produce research and policy briefing papers.
- Produce briefings for SHAAP and RCPE on external policy developments.
- Maintain website content.
- Prepare and coordinate responses to external policy documents.
- Organise seminars and workshops.
- Provide administrative support to SHAAP Steering Group, including minuting meetings.

Section 5 - Main Responsibilities and Role

- Collate, analyse and disseminate evidence on alcohol issues for the SHAAP Director, Steering Group and wider audiences.
- Research and draft topic-specific briefing papers in line with SHAAP policy objectives.
- Represent SHAAP at relevant stakeholder meetings where appropriate in agreement with the SHAAP Director.
- Advise the SHAAP Director and Steering Group on media and policy activity on alcohol and opportunities for pro-active media and policy engagement.
- Organise SHAAP seminars and workshops.
- Work with the SHAAP Director and Steering Group and external agencies to produce SHAAP publications and information materials (including updating the website and producing flyers, posters and other promotional materials).
- Liaise with RCPE Communications department regarding the promotion of SHAAP's campaigns and policies.
- Work with SHAAP's graphic designer in the proofing, production and printing of SHAAP materials.
- To support SHAAP media activities, including ascertaining journalistic requirements and producing background information.
- Develop and implement a social media strategy to increase SHAAP's public profile as a key alcohol policy influencer.
- Co-ordinate and draft SHAAP responses to external policy consultations.
- Produce and disseminate reports from SHAAP seminars.
- Assist the SHAAP Director and Steering Group in the preparation of business plans.
- Establish and maintain office systems and databases.
- Undertake relevant professional training activities as agreed with SHAAP Director.

Section 6 – Planning and Organising

Planning timescales can vary, for example, organising conferences over several months to co-ordinating consultation responses with tight deadlines or dealing with media enquiries/events on a daily basis. The post-holder will need to:

- Organise own workload.
- Ensure effective communication with the SHAAP Director and Steering Group and other RCPE colleagues.
- Co-ordinate responses to external consultations and ensure approved responses are submitted within deadline.
- Organise seminars and other events.
- Develop, organise and maintain the SHAAP website.
- Prepare and organise content of briefing papers.
- With the Director, co-ordinate responses to media enquiries.
- Establish and maintain SHAAP office systems and databases.

Section 7 – Decision Making

- Plan workload to ensure effective monitoring of external developments (research, policy and media).
- Assess urgency of need to brief Director and SHAAP Steering Group re. external developments.
- Recognise a high level of detail included in all written communications and papers.
- Set and achieve deadlines for all tasks, including responses to policy consultations and production of reports.
- Contribute to decisions regarding the introduction of improved and effective office systems.
- Recognise when to refer matters to Director or Chair outwith Director's core hours.
- Assess levels of confidentiality of different areas of work.

Section 8 – Internal and External Relationships

Internal

SHAAP Director
Chair of SHAAP Steering Group
SHAAP Steering Group
Colleagues in RCPE departments

External

The Policy Officer interacts with a variety of audiences in the process of undertaking research and responding to information enquiries, including:

Clinicians
MSPs and their researchers
Journalists
Civil servants
Voluntary sector staff
Academics and researchers
Members of the public

Section 9 – Person Specification: Knowledge, Experience, Skills and Style Required

- Educated to degree level, ideally with a relevant postgraduate qualification.
- Relevant professional experience.
- Excellent written and oral communication skills.
- Excellent IT skills and experience.
- Highly-organised; able to self-manage and work as part of a team.
- Demonstrable knowledge of public health issues and specifically Scottish alcohol policy.
- Demonstrable ability to advise on and communicate SHAAP policy positions.
- Demonstrable ability to build, maintain and utilise relationships with different groups of stakeholders.
- Experience of servicing committees.
- Demonstrable persuasive influencer.
- Possess experience of researching and drafting briefings, and/or policy papers and/or consultation responses.
- Ability to analyse critically and present research findings for a range of stakeholders
- Ability to represent SHAAP at internal and external meetings, seminars and conferences.
- Demonstrable competence in utilising social media for maximum impact to support advocacy.
- Some experience of organising events.

Section 10 – Job Context and Special Features

- SHAAP provides the authoritative medical and clinical voice on the need to reduce the impact of alcohol-related harm on the health and wellbeing of people in Scotland and the evidence-based approaches to achieve this.
- SHAAP is advised by a Steering Group made up of members of the Medical Royal Colleges in Scotland, the Faculty of Public Health in Scotland and invited experts.
- SHAAP works in partnership with a range of organisations in Scotland and beyond. Key partners include Alcohol Focus Scotland, the British Medical Association (BMA), the Scottish Alcohol Research Network (SARN), the Scottish Recovery Consortium, the Alcohol Health Alliance, the Institute of Alcohol Studies, Eurocare, The European Public Health Alliance (EPHA) and the World Health Organization (Europe).
- The College holds the employing contracts for staff and acts as banker for SHAAP.

The post of Policy Officer is a key role in providing support to the Director and SHAAP Steering Group Members. The postholder provides SHAAP's eyes and ears with regard to external policy, media and

research developments, thus ensuring that SHAAP is ideally placed to maximise the potential for, and does not miss any opportunities for, progressing its policy-influencing agenda.

As with many voluntary sector organisations, staff can find themselves undertaking a wide range of duties ranging from professional tasks to undertaking administrative work in support of the organisation. SHAAP has a small team and the Policy Officer may be in the office on their own for substantial periods of time. It is therefore important that they are proactive in using telephone, email and other forms of communication to build and maintain relationships and to ensure that they are adequately supported.