

Job description – Director of Policy and Communications

Grade:	Executive Leadership Team (ELT)
Reporting to:	Chief Executive
Working closely with:	The Chief Executive, the PSA Board, the Policy Team, the Stakeholder Engagement and Communications Team, the ELT and the Senior Management Team (SMT). Chief Executives and senior management teams of the ten regulators overseen by the Authority; Accredited Registers; the four Departments of Health and Social Care across the UK; and other stakeholders.
Main purpose of job:	<p>To advance the PSA's influence in regulatory developments by leading policy research and providing policy advice to the four Departments of Health and Social Care across the UK; and leading the PSA's internal and external communications functions and engagement with stakeholders.</p> <p>To work as part of the ELT and SMT to lead the organisation and contribute to the development and implementation of the strategic and business plans.</p>
Working conditions: (i.e. shift work, flexi time, overtime)	<p>The appointment is full-time, 37 hours per week. Due to the nature of the work, occasional attendance beyond the organisation's core working hours may be required. Flexi-time is available. We currently have hybrid working with staff required to attend the office for two days each week.</p> <p>Occasional travel may be required.</p>
Key tasks and responsibilities:	<p>Support the Chief Executive in the running of the organisation as a member of the ELT and SMT.</p> <p>Contribute to the development of the corporate strategy and its implementation through business planning, budget setting, risk management and objectives directly concerning the work of the Policy and Communications Directorate.</p> <p>Lead the Policy and Communications Directorate in the effective delivery of the PSA's functions, including improving regulation and registration, and protecting the public.</p> <p>Advise the PSA's Board, management teams and staff on issues relevant to regulation and accreditation as well as any other issues falling within the particular expertise of the Directorate.</p> <p>Ensure that the work of the Policy and Communications Directorate is properly reported to the Board.</p> <p>Take an active role in stakeholder engagement. Ensure the maintenance of good working relationships with the regulators, Accredited Registers, other relevant statutory bodies, the four Departments of Health and Social Care in the UK, and other stakeholders.</p>

	<p>Promoting and monitoring equality, diversity and inclusion within the PSA and in the work of the regulators and accredited registers.</p> <p>Represent the PSA at meetings/conferences and give presentations on issues relating to the PSA.</p> <p>Be accountable for the budget allocated to the Policy and Communications Directorate in accordance with the financial provisions.</p> <p>Be responsible for the PSA website and coordinating all stakeholder engagement, internal and external communications, and liaison with the media.</p> <p>Line manage the Head of Policy and the Head of Stakeholder Engagement and Communications.</p> <p>Any other duties that can reasonably be assigned in relation to the grade of the post.</p>
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Person Specification – Director of Policy and Communications

	Essential:	Desirable:
Education, Qualifications and Training		
Special Skills / Knowledge	<ul style="list-style-type: none"> • Able to demonstrate excellence in communication skills • Capable of dealing successfully with ambiguous and complex situations • Able to operate at a strategic level • High level written and oral communication skills • Able to build relationships and influence others • Able to be a positive advocate for the PSA in external situations with a wide range of stakeholders • Operates with high integrity, inspires confidence in others. • Able to manage a programme of work and resolve competing priorities 	<ul style="list-style-type: none"> • Experience of working within a statutory framework or within the Public Sector
Experience	<ul style="list-style-type: none"> • Experience in the field of policy, communications and stakeholder engagement • Experience of writing briefings, papers for publication, responding to and undertaking consultations and leading or carrying out policy research • Dealing effectively with media enquiries • Experience and skill in complex problem solving and critical analysis • Experience of achieving positive outcomes in difficult situations • Experience in leading, managing and developing staff including through periods of change • Experience of negotiating and managing contracts. 	<ul style="list-style-type: none"> • Experience of regulation • Experience of project/change management • Public speaking and presentations