

Senior Policy Officer

Location: Canary Wharf, London

Reports to: Head of Policy and Standards

Grade: D

Job purpose

To lead on policy initiatives from start to finish whilst working with colleagues across the GPhC to achieve our policy objectives and provide evidence-based advice to the organisation. Our current policy work includes the production of three new sets of standards, a review of our revalidation framework, and further development on the regulation of online pharmacies.

Main accountabilities

- Manage policy initiatives from start to finish and provide support to the development of three new sets of standards: for Chief Pharmacists, Superintendent Pharmacists, and Responsible Pharmacists, as well as rules for Responsible Pharmacists.
- Work alongside colleagues to contribute to a programme of cross-organisational policy initiatives in line with the strategic aims and objectives of the GPhC.
- Conduct desk-based research to support policy development and help the GPhC make evidence-based policy decisions.
- Work autonomously and produce high quality work, including briefings, analysis reports, consultation responses, and writing responses to policy queries.
- Engage with internal and external stakeholders to make sure that all relevant perspectives are considered during the policy development process. This will include facilitating at workshops, focus groups and contributing to external policy forums.
- Promote the work and priorities of the organisation to others through participating in meetings of external stakeholder groups, explaining our policies and standards.
- Work closely with the Northern Irish pharmacy regulator, the Pharmaceutical Society of Northern Ireland on the strengthening pharmacy governance programme of work.
- Work with and support the Policy and Standards team during policy development processes.

Table 1: Knowledge and skills for this job

Knowledge and skills for this job	Essential	Desirable
Significant experience of policy work, including working within a policy team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work independently and collaboratively in order to achieve policy goals whilst managing multiple priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of leading internal and external activities in person and virtually, including workshops and focus groups, as well as reporting back on them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Significant experience of working cross-organisationally and developing strong stakeholder relationships.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Significant experience of preparing high quality policy documents, including position papers, reports (including consultation analysis reports) and final documents for senior committees and external stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective communication skills, both verbally and in writing, to influence significant policy decisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Academic qualification where the qualification contains a research or analysis component.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply the relevant management systems, procedures, policies, and training related to risk management, health and safety, information security, data protection and business continuity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply and manage the diversity and equality policy and practice pertinent to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working collaboratively with external stakeholders, including other regulators, government departments, membership, or representative bodies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in a regulatory, governmental, representative body or similar.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.