

Job description

Policy Officer (Standards)

Location:	Canary Wharf
Reports to:	Head of Policy (Standards)
Grade:	E

Job purpose

To contribute to policy development within the GPhC, working within the policy and standards team which has responsibility for both professional and systems regulatory standards and policy development. The post holder will be required to contribute to policy workstreams across a variety of regulatory areas working effectively with operational colleagues.

Main accountabilities

1. Contribute to the development of policy in line with the strategic aims and objectives of the GPhC.
2. Undertake work on agreed policy development initiatives, including stakeholder engagement.
3. Undertake high quality desk-based research involving the development of the evidence base and analysis to support policy creation and progression.
4. Work autonomously, producing high quality work.
5. Work with teams across the organization to ensure we have the best available evidence and understanding of operational implications when developing and reviewing policy.
6. Contribute to the wider work of the policy team, the Education and Standards Directorate and the GPhC.

Knowledge and skills for this job

	Essential	Desirable
Background in policy development with evidence of delivering a range of policy outputs (briefing, reports, consultation responses, presentations) on a range of issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of preparing high quality policy documents from desk-based research	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong team player with the ability to work independently, prioritise effectively, and work in/across teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong written and verbal communication skills (including stakeholder engagement) with evidence of delivery to a range of audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project management skills, with an ability to plan for timed outputs and interdependencies across the organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong commitment to equalities, diversity and inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An understanding of pharmacy/healthcare regulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Educated to degree level, or higher, or work experience to an equivalent level. Health or social care related is desirable but not essential	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC.

Terms and conditions

- Salary:** The salary for this role is £27,982-£30,500. Salaries are usually reviewed in June. If you start after 1 March, your salary will first be reviewed in June of the following year.
- Hours:** 35 hours per week, from 09:00 to 17:00, Monday to Friday.
- Holiday entitlement:** 30 days per annum plus all Bank Holidays