

## JOB DESCRIPTION

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<b>Job Title:</b>	<b>Policy and Public Affairs Officer</b>
<b>Department:</b>	<b>Support, Policy and Insight</b>
<b>Reporting to:</b>	<b>Policy and Public Affairs Manager</b>
<b>Location:</b>	<b>Head office and Home Based</b>

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### PURPOSE OF ROLE:

Ensure Tenovus Cancer Care informs and influences policies and decisions relating to cancer in Wales.

Maintain strong relationships and collaborations with politicians, decision makers and influencers; work in partnership with external coalitions and stakeholder groups, and produce high-quality, imaginative, and evidence-based policy activity.

### MAIN DUTIES AND RESPONSIBILITIES

- Support the Policy & Public Affairs Manager in contributing to a rolling programme of influencing activities that ensures that Tenovus Cancer Care maintains a prominent public affairs profile.
- Monitor political, policy and legislative developments.
- React swiftly to opportunities presented by Senedd business to increase awareness of Tenovus Cancer Care and its policy priorities.
- Identify and organise opportunities to meet and brief MSs, support staff, and Senedd Commission staff, such as committee clerks.
- Liaise with Tenovus Cancer Care colleagues to identify, manage and publicise local constituency-level opportunities that align.
- Correspond with MSs, Welsh MPs and their support staff to promote Tenovus Cancer Care's constituency-level activity – the All-Wales Cancer Community; the holistic service offer for people affected by cancer, and fundraising opportunities.
- Monitor the development and delivery of cancer services and cancer policy in Wales.

- Develop evidence-based policy positions, briefings and messages on the cancer-focused policy priorities held by the charity.
- Work closely with insight and data colleagues to identify and analyse the needs of people affected by cancer to inform our policy and influencing activity.
- Produce responses to external consultations (e.g. from Welsh Government, NHS Wales, etc) that relate to our strategic and policy priorities.
- Plan and produce content and comment for publication on the Tenovus Cancer Care website and social media.
- Ensure that Tenovus Cancer Care colleagues, Trustees and volunteers are regularly informed and updated concerning the charity's policy and influencing activity.
- Brief colleagues on the policy priorities of the charity as and when required.
- Provide supervision and training of any interns and volunteers supporting our policy and influencing activity.
- Represent Tenovus Cancer Care on appropriate policy-focused groups and coalitions.
- Act as substitute for the Policy and Public Affairs Manager on appropriate policy-focused groups and coalitions.

Prepared by: Policy and Public Affairs Manager

Date Prepared: March 2024

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## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience &amp; Knowledge</b>		
Knowledge of the Welsh and UK Parliament political systems, legislative processes, and policy levers for securing change	●	
Knowledge of the national health service and social care systems in Wales		●
Experience of informing the development of public policy, legislation, guidance, or regulations, including the production of responses to Government consultations	●	
Experience of informing and influencing decision makers	●	
Experience of presenting complex information in a variety of formats to a diverse range of audiences	●	
Experience of working in partnership with other organisations and of working towards shared aims and objectives	●	
Experience of working in or working with the third sector or public sector		●
Experience of supervising volunteers		●
<b>Skills</b>		
Excellent verbal and written communication skills to produce clear, concise and persuasive correspondence, reports, briefings and presentations for a variety of audiences	●	
Strong admin and IT skills such as Excel Spreadsheets, Outlook, Powerpoint and Word	●	
Strong research skills with the ability assimilate complex information, identify relevant policy positions, and make informed recommendations	●	
Excellent interpersonal and networking skills to build trust and rapport with stakeholders	●	
Strong organisational skills with the ability to prioritise workload and meet deadlines.	●	
Able to demonstrate sensitivity, empathy and understanding for people affected by cancer	●	
Able to plan and manage projects	●	
Able to communicate in Welsh, both written and spoken		●

## **FLEXIBILITY STATEMENT**

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

## **CONFIDENTIALITY**

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation ('GDPR')

## **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

## **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff within the Charity fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

## **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

## **SMOKING**

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

## **WORKING WITH VOLUNTEERS**

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

## **EQUAL OPPORTUNITIES**

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

## **VALUES**

The charity works within a culture that reflects the following values – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day to day activities.