



# The Association of Directors of Public Health

## Job Description

<b>Job title:</b>	Policy Manager
<b>Salary:</b>	£34-40k
<b>Hours:</b>	Full time
<b>Contract:</b>	Permanent with a probationary period
<b>Responsible to:</b>	Head of Policy and Communications

### ADPH

The Association of Directors of Public Health (ADPH) is the membership body for Directors of Public Health (DsPH) in the UK. It represents the professional views of all DsPH as the local leaders for the nation's health.

The Association has a heritage dating back over 160 years and is a collaborative organisation, working in partnership with others to strengthen the voice for public health. It seeks to improve and protect the health of the population through collating and presenting the views of DsPH; advising on public health policy and legislation at a local, regional, national and international level; facilitating a support network for DsPH; and providing opportunities for DsPH to develop professional practice.

[www.adph.org.uk](http://www.adph.org.uk)

### Job Purpose

- Manage and develop the ADPH Policy Programme
- Lead and deliver ADPH policy work
- Build and develop relationships with key policy-making stakeholders

### Key relationships

- ADPH President, Vice President, Council and Policy Advisory Groups
- Policy contacts in stakeholder organisations and national agencies

Accountable to the ADPH President, Board and Council through the Head of Policy and Communications

## Principal responsibilities

### Policy

- Support the Head of Policy and Communications in the production of the ADPH Policy Strategy and establishment of policy priorities
- Working with the Policy Advisory Groups develop coherent and consistent policy lines based on member views
- Deputise for the Head of Policy and Communications at meetings on public health policy issues
- Horizon scan to ensure early outputs for topical issues
- Undertake policy surveys and other research across the membership as necessary to understand members views and priorities
- Develop and disseminate member-led policy positions for ADPH
- Draft position statements, consultation responses, briefings etc
- Maintain strong stakeholder relationships in order to form partnerships around public health policy

### Management

- Ensure ADPH policy processes are followed consistently and updated as required
- Manage the development and implementation of the ADPH annual policy programme
- Manage Policy Advisory Groups with the support of the Policy Coordinator ensuring useful and timely outputs
- Line manage, motivate and support the development of the Policy Coordinator ensuring accurate and comprehensive record keeping and reporting
- Monitor and report on policy performance metrics
- Seek sponsorship and funding opportunities
- Work collaboratively with the Public Affairs Manager and Communications Manager, and across the wider team, to ensure high quality policy input across ADPH as well as all work programme input into policy work
- Participate in, lead and manage relevant cross-team projects
- Any ad hoc duties as requested by the line manager or Chief Executive

### Professional

- Develop knowledge of public health and the public health system
- Uphold the values and objects of the Association at all times
- Hold to the core public health values: equity; empowerment; fairness; inclusiveness; effectiveness; evidence-base
- Act according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership with respect for all others and the environment

This job description will be reviewed not less than annually as part of the appraisal process