



The Association of Directors of Public Health

Job Description

Job title:	Policy Manager
Salary:	£36-44k
Hours:	Full time
Contract:	Permanent with a probationary period
Responsible to:	Head of Policy, Practice and Public Affairs

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

Job Purpose

- Develop, manage and deliver the ADPH Policy work programme
- Input policy knowledge and expertise into all ADPH work
- Build sustainable 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, Practice and Public Affairs

Principal responsibilities

Policy

- Support the Head of Policy, Practice and Public Affairs in the production of the ADPH policy strategy
- Work with the Policy Advisory Groups to develop coherent and consistent policy lines based on member views
- Represent ADPH 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 and keep them updated
- Develop and disseminate briefings to members on relevant topics
- Research and draft position statements, consultation responses, briefings etc
- Build and 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 a Coordinator ensuring useful and timely outputs
- Line manage, motivate and support the development of a Coordinator ensuring accurate and comprehensive record keeping and reporting
- Monitor and report on policy performance metrics
- Seek sponsorship and funding opportunities
- Work collaboratively with all Managers to ensure high quality policy input across ADPH as well as input into policy work from all work programmes
- 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
- Comply with all ADPH policies and protocols including confidentiality
- Uphold the ADPH values: members first; excellence; collaboration; inclusion; professionalism

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