



The Association of Directors of Public Health

Person specification

Public Affairs Manager

	Essential criteria	Desirable criteria
Education and qualifications	<ul style="list-style-type: none">• Degree or equivalent experience.	
Experience	<ul style="list-style-type: none">• Experience of working in a public affairs role.• Experience of developing successful strategies to influence legislation or Government policy.	<ul style="list-style-type: none">• Local authority, health or public sector background.• National level working.• Line management.• Project management.
Skills, ability and knowledge	<ul style="list-style-type: none">• Working knowledge of the UK political system and the mechanisms/tactics that can be used to secure change.• Political astuteness.• Able to build strong relationships with stakeholders and to influence decision makers.• Proven ability to write professionally and tailor to different audiences eg letters, briefings.• Excellent IT, communications and interpersonal skills.• Excellent organisational and prioritisation skills – delivering successfully to deadlines.	<ul style="list-style-type: none">• Knowledge of public health.• Knowledge of local authority and health organisations.
Qualities and attributes	<ul style="list-style-type: none">• Enthusiastic and pro-active – a self-starter - able to work independently and co-operatively in a team.• Flexible in approach – adapting to changing circumstances.• Robust, resilient and confident - credible across sectors and agencies.• Ability to work with a high level of accuracy and attention to detail.	
Other requirements	<ul style="list-style-type: none">• Willing to be flexible with hours and undertake meetings in London as required.	