

Policy and Public Affairs Lead – Wales

Role profile

About us

We're RCOT, the Royal College of Occupational Therapists. We've championed the profession and the people behind it for over 90 years; and today, we are thriving with over 36,000 members. Then and now, we're here to help achieve life-changing breakthroughs for our members, for the people they support and for society as a whole.

We have a vision, that people everywhere value the life-changing power of occupational therapy. To achieve this we have a new organisational structure which positions us so that we can grasp the opportunities for occupational therapy and for us as a membership body.

What we do and how we do it

We live and breathe our values. They describe what matters to us. They show how everyone here at RCOT acts and makes decisions as individuals and as one team. And they drive us in our approach to achieving our vision and purpose.

Our values	
We Impact	We make meaningful differences with all our work. We prioritise work that achieves our shared purpose and strategy. We go above and beyond for the people who need us.
We Challenge	We find new and better ways to make things happen. We are brave and bold in our ideas and actions. We challenge ourselves, each other and the status quo.
We Elevate	We lift up and support others to be and do their best. We are accessible and collaborative. We are united and move forward together, even if we sometimes disagree.
We Respect	We value each other and celebrate our differences. We are approachable, genuine and trustworthy. We listen to others and believe everyone's views should be heard.

Practice and Innovation directorate

The Practice and Innovation directorate ensures we, and the profession, have a strong voice and international presence. We work with members, external stakeholders and partners to strengthen the evidence base that shows the impact of occupational therapy. We champion a culture of research and service innovation; drive forward pre-registration education and career pathways to build a confident, capable and sustainable workforce.

The purpose of your role

As **Policy and Public Affairs Lead – Wales** you will promote and raise the profile of RCOT and the benefits of occupational therapy to elected members of the Welsh Senedd and government officials, teams within health and social care arm's length bodies and to other key stakeholders across the health and social care sector.

You will contribute to the delivery of RCOT's strategic objectives by influencing and shaping national

health and social care legislation, policy, professional standards and practice guidance.

You will uphold RCOT as the recognised authority on *occupation* and its impact on health and wellbeing. This spans all areas, economic sectors and settings that occupational therapy practitioners exist within including, the independent, voluntary and social enterprise sectors across health, social care, education, employment and housing.

Working with the colleagues across RCOT's practice and innovation directorate, profile and campaigns and movement building and membership teams, you will coordinate and lead on policy and public affairs messaging, press releases and other communications.

Your main responsibilities	What you bring to the role
<p>Operational delivery</p> <ul style="list-style-type: none"> • Inform RCOT and members of the current and emerging political policy and legislation in health, social care and employment that will be relevant to the delivery of OT services using the support and information provided by a public affairs agency. • Build influence and raise the profile of the profession through representation at key meetings or work groups or when appropriate to secure RCOT representation and ensure the member is appropriately briefed and supported. • Co-ordinate, select and direct the public affairs and influencing activities needed to deliver RCOT objectives, for example, attending party political conferences. • Working with Practice and Workforce colleagues, identify key consultations, a lead officer and coordinate RCOT's responses. • Keep up to date with current developments within the profession and be aware of broad policy developments within the four nations. • Help develop and deliver any RCOT UK-wide campaigns, ensuring country engagement. 	<ul style="list-style-type: none"> • Recent experience of working within the NHS, Public sector, Civil Service, Local Authority, education, not-for-profit sector or other relevant setting. • Broad knowledge of the health, education, and social policy and related legislation in Wales. • Demonstrates awareness and understanding of political systems and processes. • Demonstrate excellent oral and written communication and presentation skills with a proven ability of distilling complex material into concise and clear and well written formats i.e. reports, briefings and articles. • Demonstrate excellent experience, knowledge and use of social media channels. • Experience of analysing data and using research skills to produce reports and documents for a variety of audiences. • Proven ability to be persuasive and influence others.

Your main responsibilities	What you bring to the role
<ul style="list-style-type: none"> Identify new or planned legislation or policy developments and potential impact on occupational therapy delivery and education Deliver agreed RCOT influencing priorities by identifying, targeting and influencing relevant stakeholders, and involves RCOT colleagues or when appropriate, the membership. Direct and coordinate work with relevant Public Affairs agency. Attend national allied health professionals' policy meetings and liaises with the Chief Allied Health Professions Officer for the country. Work with the Business Support team to: <ul style="list-style-type: none"> produce timely draft notes of high standard ready for ADPP agreement. Support the effective administration and operation of the RCOT Board Wales contributing to agenda setting, providing reports and attending meetings for the RCOT Board (and Council as agreed with SLT). Advise on exhibitions where RCOT should have a presence and where necessary, support an event stand or identify alternative member support. Coordinate resources for members on country specific policy and communicate matters of interest to members via different media Provide a positive image of RCOT membership for members by signposting to resources and benefits. 	<ul style="list-style-type: none"> Demonstrate experience of liaising and working with colleagues in other professions/networks. Demonstrate experience of working in a large team with different skills and knowledge. Proficient with using standalone information technology. Excellent knowledge and working experience of Microsoft office products and using Microsoft outlook. Willing to travel to London HQ for directorate and all colleague meetings (average 6 times per year). Colleagues are responsible for all their travel expenses. Ability and willingness to travel, across the UK and to HQ in London as required. Involvement in RCOT, BAOT, UNISON, or regional/specialist section activity, at local level and/or national level. Active contributor to the OT profession. Confident interpersonal skills, with the ability to talk to colleagues at all levels and provide advice to different audiences. High levels of self-motivation, enthusiasm and passion for the professional field you represent An enthusiasm to live and model RCOT values across all areas of work. A demonstrable passion for embedding environmental sustainability principles across all areas of work. High levels of self-motivation, enthusiasm and passion for the professional field you represent. A demonstrable passion for including equity, diversity and belonging principles across all areas of work.

Your main responsibilities	What you bring to the role
<ul style="list-style-type: none"> Establish and manage RCOT working or task and finish groups to support policy and public affairs activities. Identifies and supports volunteer members to act as experts and media representatives. <p>Values and culture</p> <ul style="list-style-type: none"> Live our values in all that you do; celebrate it when colleagues live our values and raise it, respectfully, when they don't. Engage in regular conversations with your manager about objectives, wellbeing and performance (data, impact and outcomes). Take personal ownership of your career development, seeking support and guidance as needed. 	

A bit more about the role:

- You'll report to** UK Policy and Public Affairs Manager
- Your contract will be permanent**
- You'll work** 35 hours per week
- You'll be paid** £56,000 per annum

Your main relationship will be with:

- UK Policy and Public Affairs Manager Teams within Practice and Innovation, Brand & Marketing and Movement Building & Membership Directorates
- Health and social care government departments and arm's length bodies in your nation
- Members and volunteers in your nation

What we will offer you

- 25 days paid holiday per annum rising to 28 in the leave year following completion of five years' service.
- Christmas closure – we're closed over Christmas and New Year. Closure dates will vary from year to year depending on when the bank holiday dates fall. Additional time will automatically be given to all employees to cover any working days during this period.

- Pension scheme – RCOT operates a contributory pension scheme, you are eligible to join this scheme from your date of commencement. Contributions are made on a salary exchange basis and are 6% of gross salary from the employee and 9% from the employer.
- Life cover – four times annual salary.
- Free eyesight testing.
- Free Employee Assistance Program.

Equity, Diversity & Belonging

As a membership organisation, a professional body, and an employer, RCOT is committed to leading innovative change to promote equity and social justice and build a sense of belonging for all our staff, members, and the populations we serve. Our ambition is to have a diverse workforce that is representative of the communities we serve. We don't only embrace diversity, we celebrate it, nurture it and support our staff in realising their true potential. We are passionate about creating an environment free from discrimination and harassment where people can be their authentic self and recognise that each of us is unique. Therefore, our definition of diversity goes beyond those defined in equality legislation and we will afford the same standards and principles to those with lived experiences.