

# Job Description

## Executive & Policy Assistant – NHS Race and Health Observatory

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Reports to: CEO, NHS Race and Health Observatory

Grade: D

Location: London

### About the Organisation

The NHS Race and Health Observatory ('the Observatory') is an independent organisation, set up to explore ethnic inequalities in access to healthcare, experiences of healthcare, health outcomes, and inequalities experienced by Black and minority ethnic members of the health and care workforce. In doing so, it assesses aspirations in these areas as outlined in national healthcare policy, including those set-out in the NHS Long Term Plan. It is a proactive investigator, providing strong recommendations that inform policymaking and facilitate change. It is evidence-driven and solution-focused.

The Observatory is supported by NHS England and is hosted by NHS Confederation. Its board and team are independent, and we dictate our own direction and areas of focus. The Observatory has three main functions:

- Facilitate new, high-quality, and innovative research and evidence
- Make strategic policy recommendations for change
- Support the practical implementation of those recommendations

### About the Role

The Executive & Policy Assistant will provide business and policy support to the Chief Executive Officer.

Functions will include collecting, analyzing and compiling data on the latest relevant social, economic and political issues; prepare high-quality working papers, presentations and briefings to support the meetings and work engagements of the Chief Executive Officer. The postholder will also have operational responsibility for the management of the Chief Executive Officer's diary and their travel. The role will include providing cross cover within the Business Support Unit where required, to ensure delivery of core business objectives.

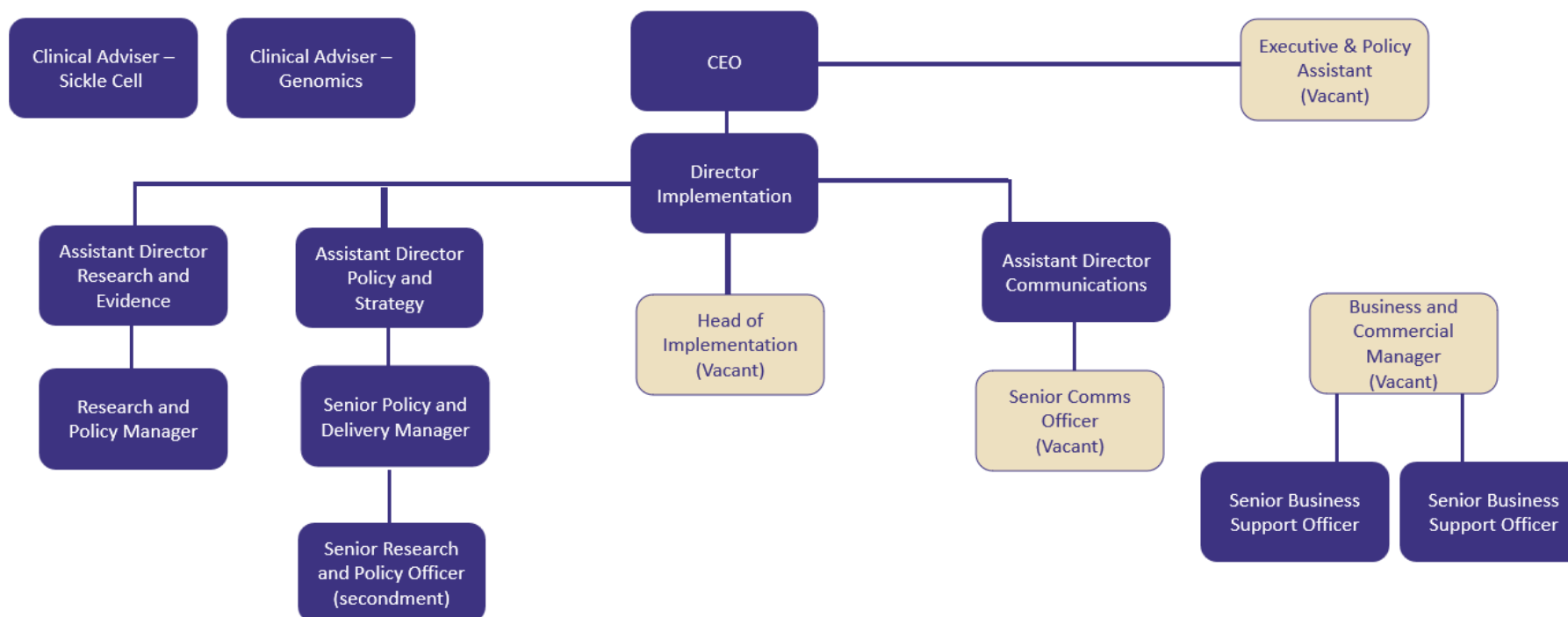
Whilst the postholder will largely work independently, they will be connected to the policy and strategy function of the organisation to ensure alignment of core strategic objectives around the organisation's key programme areas.

The role will require an individual with excellent analytical, communication and organisational skills and an ability to prioritise a busy workload, working with external stakeholders. The postholder will need to develop excellent strategic working relationships with colleagues both within and outside the organisation.

## Responsibilities

- Collect, analyse and compile data on relevant social, economic and political issues.
- Work with colleagues in the organisation's policy and strategy function to support the development and amplification of policy positions on core topics.
- Prepare papers, presentations, short reports and briefings for the Chief Executive Officer's meetings and other working engagements – often making informed, strategic decisions on content.
- Report to Chief Executive Officer on developments and changes in relevant policy, legislation, regulations, and on recent relevant research around race and health.
- Oversee the day-to-day management of the Chief Executive Officer's diary, coordinating travel arrangements and compiling all that relevant information and briefings for meetings and other commitments.
- Liaise with internal and external stakeholders to arrange senior level meetings – at national and international level.
- Maintain an accurate and up-to-date record of the Chief Executive Officer's external contacts including key stakeholders.
- Positively contribute to internal and external meetings, as and when required.
- Assist other members of the team when required and as appropriate, including logistical support at meetings, events, and conferences.
- Support the Chief Executive Officer in building strong strategic relationships with senior leaders and key stakeholders.
- Perform other related work as may be required and is commensurate with the grade.

# Structural Chart



# Person Specification

## Essential Criteria

1. Substantial experience of producing high-quality briefings, presentations and reports for a Chief Executive Officer or senior leader and with excellent attention to detail
2. Excellent communication skills – both written and oral
3. Working knowledge of contemporary health, race and equality policy, service delivery challenges and of the healthcare structure in England
4. Excellent organisational skills including organizing meetings and events
5. Significant experience of diary management for a Chief Executive Officer or senior leader
6. Ability to use own initiative and to work with minimum supervision
7. Experience of managing relationships in a proactive manner with a range of different stakeholders
8. Confidence in dealing with people at all levels, including senior leaders and executives
9. Ability to be responsive and agile in a rapidly changing environment

## Desirable Criteria

1. Some understanding of the UK political environment and the operation of government
2. Some knowledge of research methods and evaluation techniques
3. Ability to travel and support the Chief Executive Officer at work meetings and engagements as appropriate