



Job Description – Policy Officer- Health Systems and Professions

Job Title:	Policy Officer- Health Systems and Professions
Grade:	A / B
Line Manager reporting to:	European Policy Manager (currently vacant)/ Director of Policy and Strategy
Staff accountable to post holder:	-
Principal Relationships:	<p><i>Internal:</i> Secretary General Director of Policy and Strategy European Policy Manager (currently vacant) Governance and Membership Coordinator Coordinator Health Promotion and Disease Prevention Finance and Operations Manager</p> <p>EPHA Members</p> <p><i>External:</i> European institutions European civil society organisations Council of Europe World Health Organisation National government representatives Brussels-based media</p>
Job summary:	The Health Systems Policy Officer is responsible for the delivery of EPHA European public health policy objectives and deliverables relating to the Health Systems strand, as identified in the Strategic Priorities and annual Work Plans of the organisation.
Location:	Brussels with European travel

Leadership

- Lead the EPHA policy development on Health Systems in close cooperation with and under the supervision of the European Policy Manager
- Lead the delivery of internal and external policy meetings in the Health Systems area, in close cooperation with and under the supervision of the European Policy Manager

Management

- Manage the delivery of policy activities, events, delivery and dissemination of documents and publications in the Health Systems area
- Manage and undertake policy analysis including responding quickly to external demands or environments
- Manage the budget for the activities and resources allocated to the Health Systems area
- Undertake regular planning for the delivery of objectives
- Undertaking risk assessments in relation to policy activities

Communication

- Represents EPHA and widely communicates its positions and vision in the Health Systems area, including EPHA's key stakeholders, upon mandate from and in co-operation with the European Policy Manager, Director of Policy and Strategy and the Secretary General
- Regularly communicates with members to ensure their views are adequately considered and represented, as



well as requests are heard and dealt with and they are informed in a timely manner.

- Regular participation and organisation of internal and external meetings
- Regular communication with the European Policy Manager, Director for Policy and Strategy and Secretary General

Policy and Research

- Manages the delivery of the Health Systems policy strand of the EPHA Work Programme and Annual Work Plans
- Monitors regularly policy developments in the Health Systems area, including: sustainability of healthcare systems in Europe, patients rights and safety, health professionals, health tools (pharmaceutical policy, e-health, health technology assessments, etc), and others;
- Drafts briefings, policy documents and positions on topics relating to the Health Systems area
- Attends external meetings on topics relating to the Health Systems area, upon decision from his/her line manager and provides comprehensive, accurate and timely reports
- Contributes to the development and delivery of the advocacy strategies
- Provides support to the European Policy Manager on wider European Public Health issues
- Ensures the adequate reporting of EPHA's policy work in line with the Commission operating grant, the reporting to EPHA's Executive Committee and the monthly newsletter to members
- Contributes to the organisation of Working Groups and Special Interest Groups in the Health Systems area, including to the agenda setting, preparation of the background documents and briefings, ensuring accurate and up-to-date content and timely dissemination of minutes
- Provides guidance and support to Researchers/Policy Officers undertaking research on topics relating to the Health Systems area

Training and Education

- Contributes to the development of public health and advocacy training for members and externally
- Contributes to the facilitation of courses and study days for members and staff

Business administration:

- Use of EPHA paper and IT-based administrative systems and processes
- Manage the organisation of data and information in relation to the Health Systems area
- Prioritise own workload and provides general support to the wider policy team and Secretariat in general when needed and requested

Governance

- Implements quality standards in the development of policy activities and communication in close cooperation with the European Policy Manager
- Contributes to improving or maintaining the processes relating to Health Systems policy activities
- Monitors the delivery of those standards
- Ensures members have the appropriate information to help them access policy activities in the framework of the Health Systems strand

Evaluation and Audit

- Undertakes regular evaluations of own policy work
- Participates in the EPHA appraisal system.

Data Protection

It is a requirement of employment within EPHA that all staff must comply with the obligation of confidentiality to person identifiable information. It is the duty of all staff employed by EPHA to uphold the principles of the data protection.

Health and Safety

All employees are required by Section 7 of the health and safety at Work Act (1974) to take reasonable care on their own health and safety and that of others who may be affected by their acts or omissions.



General clause

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder

Signed by Line Manager	
Print Name	
Designation	
Date	

Signed by Employee	
Print Name	
Date	

Signed by Secretary General	
Print Name	
Date	

For Office Use Only:

Date Received	
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Person Specification

Job Title:	Policy Officer for Health Systems and Professions
Grade:	A\B

		Essential	Desirable
Qualifications	Educated to degree level or equivalent in either EU or health related subject.	√	
	Postgraduate qualification in either EU or health related subject		√
	Fluency in EU working language	√	
Experience	In networking and lobbying activities (at national, regional and international level)	√*	√*
	Experience in analysing policy or legislative documents for application	√	
	Experience of writing grant applications and funding bids		√
	Event organisation	√	
	Experience working in a challenging international environment	√	
Skills/Attributes	Excellent interpersonal skills	√	
	Good written and verbal communication skills	√	
	Knowledge of a second European language		√
	Able to work independently and on own initiative	√	
	Knowledge and understanding of civil society and health NGOs	√*	√*
	Knowledge and understanding of EU institutions and health policies	√*	√*
	Good organisational skills, able to prioritise workload	√	
	Computer literate and good keyboard skills	√	
	Resourceful, calm, flexible and able to adapt	√	
	Demonstrative experience of ability to respond quickly and effectively to changing	√	



	demands/situation		
	Excellent presentation and communication skills	√	
Physical Requirements	Able to travel within Europe as appropriate	√	

√* It is essential that the candidate has experience in or interest in advocacy at the EU level and a sufficient theoretical knowledge in order to perform advocacy work under the guidance of his/her line managers. It is essential that the candidate has knowledge and understanding of either the civil society or health organisations or the EU institutions, policies and funding & other health-related bodies in Brussels and Luxembourg. However, it would be desirable to have knowledge and understanding of both.

Signed by Line Manager	
Print Name	
Designation	
Date	

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Print Name	
Date	

Signed by responsible Director	
Print Name	
Date	

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Reference Number	