



## **Job description**

### **Hearing health policy officer**

**Reports to:** Executive team

**Internal relationships:** Policy team  
Colleagues  
Members

**External relationships:** Hearing care sector professionals and organisations  
Health regulators and policy-making bodies  
Parliamentarians and strategic health influencers  
UK governments and health services

### **Role summary**

As the hearing health policy officer, you will work closely with the Executive team to deliver organisational goals. Your role will be to:

- Monitor, analyse and report on relevant sector issues
- Support the team in undertaking research and analysis of hearing health policy issues
- Support the NCHA clinical committee
- Contribute to policy responses, position statements, reports, and public affairs initiatives.

### **Purpose of role**

- Support and deliver the NCHA's policy and public affairs objectives for hearing care across the four UK nations
- Help develop and maintain influential relationships with national bodies and other key stakeholders on behalf of members
- Support the development of health policy, regulations and legislation.

## **Responsibilities**

- Work with and support the NCHA clinical committee to improve ear and hearing health in the UK.
- Monitor sector news and hearing health policy issues, and other media, and feedback timely intelligence to colleagues to inform policy and external influencing activities.
- Obtain and analyse information about sector trends, threats, and opportunities, and use these to help shape policy and public affairs activities.
- Prepare high-quality briefing materials for senior team members, the membership, and decision-makers.
- Track and measure the impact of policy and public affairs initiatives.
- Help draft consultation responses, position statements, agendas, and papers for relevant member committees and provide progress reports to those groups.
- Develop partnership-working with teams across hearing health (independent, NHS and third sectors) to support strategic aims.
- Work with the Executive team to develop and deliver campaigns, including supporting research and analysis.
- Represent the organisation at relevant stakeholder meetings.
- Other duties as required that are reasonable and within your capabilities.

## **Skills and knowledge**

### **Essential**

- Registered with the HCPC
- Experience in developing and maintaining relationships (particularly in the hearing sector and with other stakeholders)
- Excellent writing and speaking skills
- Good analytical and fact-finding abilities and able to present complex information straightforwardly, whether in writing or verbally
- Attention to detail, accuracy and timeliness
- Good IT (Microsoft Office) and social media skills
- Collaborative working style – enjoys working with others to achieve agreed influencing objectives
- Record of delivering effective results
- Personal drive and motivation.

### **Desirable**

- MSc or doctorate degree in audiology

- Whitehall or Westminster experience – e.g., working in a Department or an MP's office
- Experience in health policy
- Understanding of regulation, healthcare and business.

### **Other information**

- **Flexibility** – work flexible hours as reasonable and necessary to ensure you achieve tasks. Some out-of-hours meetings and overnight stays within the UK will be required. Hybrid working between home and a small office in central London.
- **Absolute confidentiality and discretion** – always respect member and policy confidentiality, following organisational controls.
- **Equal opportunities and tackling inequalities** – promote our corporate and policy goals of tackling inequalities in access to care and promoting and supporting the principles in the Equality Act and similar legislation.