

Job description

Director of Evidence & Policy

Reports to:	CEO
Based at:	Coeliac UK Head Office, High Wycombe with the possibility to regularly work from home by prior agreement with your line manager
Salary grade table:	Specialist (SP1), c. £50k
Hours:	35 hours per week. Hours to be agreed with your line manager. Occasional evening and weekend work may be required
Holiday:	36 days holiday a year including bank holidays
Line management:	6.0 FTEs is envisaged
The role:	Working as a member of the senior management team to lead the charity in the strategic development of its knowledge base on health and food sector issues related to coeliac disease and the gluten free diet, and the subsequent use of the evidence base in policy development and for campaigning. The creation, analysis and interpretation of evidence will also underpin service development for members and business development opportunities. The role will also play a key representational role among stakeholders in the health and food sectors

Key responsibilities

- Work as part of the senior management team to develop plans and budgets to deliver the charity's strategic aims and provide leadership to staff
- Working with our expert advisers to assess the evidence base and identify gaps and potential developments in our work in conjunction with Governors and staff to prioritise and effectively close the gap
- Develop systems and approaches to gather and critically review available scientific evidence on coeliac disease, the gluten free diet and standards associated with gluten free food manufacturing and catering
- Develop and implement research projects which fill the evidence gap
- Create and maintain clear positions for policymakers in response to the evidence base
- Monitor developments and policies associated with healthcare provision and food regulation
- Oversee the management of the charity's work in devolved administration areas
- Ensure the Chief Executive, Board of Governors and organisation are briefed on any important policy and standards issues
- Ensure appropriate and easy to use access to our knowledge base for all charity staff
- Play a key representational role for the charity among stakeholders from the food and health sectors including identifying and developing relationships with stakeholders valuable to the charity and deliver expert guidance and advice to stakeholders on matters related to food and health policy
- Lead your team to deliver against plan and budget
- Manage staff against the charity's policies and values

Knowledge, skills and experience

- Excellent interpersonal and organisational skills
- Strategic thinker with ability to analyse data and draw meaningful conclusions
- Broad understanding of key scientific evidence base and research techniques
- Excellent written and oral communication skills with ability to convey complex information in an accessible way for a range of non expert audiences, occasionally within short time frames
- Broad understanding of food and health sectors in support of networking and influencing
- Excellent ICT skills and digitally savvy
- Excellent planning and budgeting skills
- Experienced manager with project management skills
- Relevant professional standards maintained
- Ability to think strategically and translate to practical reality
- Supportive manager able to develop staff competencies
- High levels of numeracy and literacy
- Motivated, co-operative team player

Competencies

1: General profile
Provides leadership for work groups representing multiple disciplines within a functional area or covering more than one functional area
Recognised authority across the organisation and externally. Operates with no supervision in a complex environment
Provides leadership for staff and work teams or task forces in broad functional/process areas to solve complex and diverse issues
Integrates the delivery of client service (internal and/or external clients) by multiple work groups to ensure that current and evolving client needs are met
2: Technical expertise; building & maintaining
Resolves conflicts between work teams over resource allocation and other critical issues
2: Technical expertise; applying & anticipating
Has expert specialist/functional expertise in own discipline/area and broad knowledge of other disciplines within and across other functions
3: Client/organisation orientation; client response
Integrates the delivery of client service (internal and/or external clients) by multiple work groups to ensure that current and evolving client needs are met
3: Client/organisation orientation; organisation understanding
Anticipates internal/external organisation and legislative issues impacting other areas of the organisation
3: Client/organisation orientation client response; costs
Develops and is accountable for budgetary/financial objectives for the functional/operational area planning process
4: Creating & delivering solutions; problem solving
Applies broad and in-depth management knowledge to resolve multi-discipline or multi-functional/process problems
4: Creating & delivering solutions; planning & organising
Establishes medium to long-range plans for the work groups managed to achieve broader functional or cross-functional objectives. Contributes to strategy and policy development
5: Working relationship; communicating, negotiating & influencing
Main focus is on influencing the organisation's strategy
5: Working relationship; teamwork, coaching & guiding
Manages the performance of direct reports
5: Working relationship; networking
Creates formal networks with key decision makers internally and influential players in their own discipline externally
6: Other
Has vision of functional or team mission
Accountable for projects or programmes involving multi-functional teams. Impact is on functional organisation team or costs/expenses

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the needs of the charity.