



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

PR and Policy Officer
Salary Scale – Grade 5 - 35 hours per week
Remote working with occasional location-based requirements in Glasgow
Glasgow

About Us

We are looking for a PR and Policy officer to join our Corporate Communications and Marketing team.

The Royal College of Physicians and Surgeons of Glasgow is a worldwide community of inspiring health professionals working together to advance the profession and improve patient care. Together we're a force for good, determined to make a positive difference, and passionate about speaking up for the profession.

Our community is made up of the expertise and experience of our 15,000+ outstanding, hardworking members, supported by over 100 College staff.

With care and compassion at our core, our work is guided by our values of inclusivity, integrity, community, innovation, and inspiring, and we are committed to living these values and behaviours through the way we work and interact with each other. The College promotes an agile, flexible workforce and while this is a full-time post, applications from individuals seeking part-time, job-share, or flexible working arrangements are welcome.

The Role

Reporting to the Public Affairs Manager, the PR and Policy Officer will be responsible for the creation, implementation and delivery of research, reports, and communications that support the delivery of the College's strategic positioning and profile. They will also have responsibility for effectively communicating and engaging with external stakeholders including government, media, and intercollegiate partners.

The PR and Policy Officer will have a good understanding and knowledge of health systems across the UK and will be expected to develop and establish good working relationships with policy makers, journalists and influencers to advance knowledge and drive development of College positioning. The post holder will be required to be in regular contact with the President, Honorary Secretary, and other senior clinicians and staff working across the College to ensure consistency of messaging, efficiency of responses to policy and media work, and accurate reporting and updates.

About You

Essential:

- Degree qualified and/or relatable experience in public affairs, policy and/or communications
- Demonstrable experience of researching and analysing data to support the development of policy
- Demonstrable experience of report writing
- Experienced in writing and distribution of media statements and acting as media liaison to ensure successful positioning of articles and features on print and broadcast media
- Experience of parliament and politics, and a good understanding of health policy is desirable.
- Excellent writing and editing skills essential

- Demonstrable experience of planning, prioritising and managing multiple activities with high levels of attention to detail, ensuring deadlines are met
- Strong interpersonal skills in order to influence and interact effectively with a wide range of internal and external stakeholders
- Excellent IT skills including the use of databases and Microsoft Office
- Evidence of good and effective team working

As well as a competitive salary we offer the following benefits:

40 days holiday

Pension

Life Assurance Benefit

Enhanced Sick Pay, Maternity, Paternity and Adoption pay

Wellbeing Benefit

Cycle to Work Scheme

The closing date is Wednesday 13th July 2022 at 1700 hours. It is anticipated that interviews will be held during week commencing 18th July 2022. However, we will assess applications as they are received and the closing date may be brought forward without notice.

If you have any queries please contact HR@rcpsg.ac.uk or access the recruitment package at <http://rcp.sg/careers>.

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