

## Job description

### Regulation Officer

### Role Specification

<b>Job title</b>	:	Regulation Officer
<b>Salary</b>	:	Salary: £30,000 – £32,000 per year pro-rata
<b>Accountable to</b>	:	Regulatory Operations Manager
<b>Contract</b>	:	Fixed term contract, full time hours
<b>Location</b>	:	151 Buckingham Palace Road London, SW1W 9SZ

## Introduction

The Human Tissue Authority (HTA) is the national independent regulator for organisations that remove, store and use tissue for research, medical treatment, post-mortem examination, teaching and display in public. We also give approval for organ and bone marrow donations from living people. With the interests of the public and those we regulate at the centre of our work, we aim to maintain confidence by ensuring that human tissue is used safely and ethically, with proper consent.

Established under the Human Tissue Act (2004), we are an Executive Non-Departmental Public Body (ENDPB) sponsored by the Department of Health. The Authority's Chair and members are appointed by the Secretary of State for Health. The Chair and half of the members are lay, with the remainder being professionals drawn from some of the groups who are affected by the legislation. The Authority is supported by an Executive team of 50 staff.

The HTA is a member of both the Business in the Community Race and Work Charter and the Disability Confident Charter. The HTA is committed to ensuring an inclusive and supportive working environment that is free from any form of discrimination. We recognise that there are real benefits of having

a diverse community of staff and the HTA aims for our workforce to be truly representative of all sections of society. Additionally, we adopt a culture that hopes to attract and retain talented individuals that want to work with us.

Our CEO Allan Marriott-Smith states:

*'We at the HTA, stand together against all forms of discrimination and look to find opportunities for inclusion and collaboration in everything we do. The HTA does not tolerate racism or discrimination in any form, and our organisation is a place where all staff can feel safe, valued and heard. We are an organisation that is proud of its diversity and how we support the communities we serve. We will listen to, and learn from, our staff and stakeholders as to how we can continue to grow as an inclusive and people-centric organisation. We are all in this together, and here for one another.'*

### **Core Values.**

The HTA's Values are our shared beliefs about behaviours that are key to how we deliver against our objectives:

- will help us achieve our vision and strategy;
- shape the way we deliver our regulatory functions;
- are integral to the way we interact with each other, professional stakeholders and the public.

They act as a powerful unifying statement about the way we intend to conduct our business.

The HTA's Values:



Professionalism – the high standards we apply in the conduct of our individual and collective responsibilities.



Respect – a proper regard for the abilities and perspectives of others.



Expertise – the skills, knowledge and experience we apply for the benefit of our stakeholders and each other.



Agility – rapid and positive response to changes in the internal and external environment without losing momentum.

## Job purpose

Based in the Regulation Directorate, the Regulation Officer will report to the Regulatory Operations Manager. The Regulation Officer will be expected to support and contribute to the development, implementation and administration / monitoring of inspection and licensing systems. This role involves obtaining, analysing information and researching topics to inform regulatory processes and policy development.

## Communication and working relationships

### *Internal contacts*

- Staff across all HTA directorates
- Senior Management Team (SMT)
- Authority Members

### *External contacts*

- Those regulated by HTA, including those who are subject to licensing and inspection
- Key stakeholders and groups, who require advice and guidance on our systems and processes for licensing and inspections.
- Other partners such as the Department of Health, Ministry of Justice, Home Office, Care Quality Commission, Health Research Authority, Human Fertilisation and Embryology Authority, Medicines and Healthcare Products Regulatory Agency, and any other relevant agencies
- The public

## Key tasks and responsibilities

- To participate as required in activities relating to licensing, including managing complex licensing queries and requests for information from

for stakeholders – providing clear, polite, evidence-based advice and guidance via telephone and email

- To develop an understanding of the HTA's role to manage enquiries and ensure that they are assigned appropriately
- To update IT systems and records to ensure that data is accurately and appropriately captured
- To input, extract and collate regulatory data to monitor, and inform the development of, internal regulatory processes
- To assist the Data Analysis function as requested, to provide and interrogate licensing information
- To schedule inspections with licensed establishments, based on review of diaries and regulatory information provided by colleagues
- To contribute to the implementation and continuous improvement of inspection and licensing processes, to ensure the process continues to be proportionate
- To provide administration support to HTA internal panels and working groups, including organising agendas, liaising with participants, drafting minutes and ensuring actions arising from meetings are completed
- To provide advice and guidance to enquirers, predominantly on the inspection / licensing processes
- Provide information to the public, which may be sensitive in nature
- To oversee the review and update of the HTA website content on regulatory activities, ensuring that it is up to date
- To review and update SOPs / guidance notes on Regulation processes
- To undertake one-off pieces of improvement or project work as needed, ensuring progress against key milestones, risk mitigation, and taking personal responsibility for successfully managing projects to completion
- Undertake data cleansing activities and assist IT with user testing of new systems

- Provide advice on systems and processes through acquired expertise and support the implementation of new processes
- To provide wider support across the Planning & Performance team or the regulation function as reasonably requested and commensurate with the role.

### Person specification Criteria

<i>Qualifications, experience, training and skills</i>	
Degree qualified or equivalent experience	Essential
Good report writing skills	Essential
Good attention to detail	Essential
Good analytical, numeracy, and research skills	Essential
Ability to communicate effectively with service users, and professionals at all levels and in a variety of formats	Essential
Excellent communication, interpersonal and team working skills	Essential
Good computer literacy and familiarity with MS Outlook, Excel and Word	Essential
Flexibility and ability to work alone or as part of a team	Essential
Must demonstrate initiative and a proactive approach to work	Essential
Ability to work effectively under pressure and handle conflict positively	Desirable
Experience in a regulatory, legal, audit or other similar environment	Desirable
Experience in a scientific discipline or one of the areas regulated by the HTA	Desirable
Understanding of the UK healthcare sector	Desirable

Experience in an advisory role dealing with professional and public queries via telephone, email or letter	Desirable
Experience working within an office environment	
<i>Personal attributes</i>	
An understanding of the impact of their behaviour on others by a proven commitment to treating all colleagues and stakeholders fairly and with respect, without stereotyping or bias	Essential

To view live opportunities please view our [website](#). If you are interested in this role, please send your CV to [Recruitment@hta.gov.uk](mailto:Recruitment@hta.gov.uk) and reference the job title before the closing date 01 September 2020. Interviews will be held week commencing 01 September 2020.

*Please note whilst we wish we could respond to all applicants, only those shortlisted will be contacted.*