

Job description

Job title	:	Policy Manager
Salary	:	HTA Pay Band 3
Accountable to	:	Head of Development
Contract	:	Permanent
Location	:	151 Buckingham Palace Road London, SW1W 9SZ until January 2021 2 Redman Place, Stratford, E20 1JQ from January 2021 Working remotely for the interim

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's primary goal is to protect public and professional confidence in the safe and ethical use of human tissue.

The HTA has developed an ambitious vision and strategy for the next three years centred on achieving greater sustainability, agility and resilience in our operations. Since the onset of the COVID-19 pandemic, the HTA has brought forward a number of changes already identified in the Development Programme. A key driver of the Development Programme is the HTA's aim to be a data driven regulator strengthening the role data and intelligence plays in our model and the regulatory offer to the sectors and establishments we license.

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.

HTA core values

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

- 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:



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

The Policy Manager will both lead on and support colleagues to develop and draft HTA policies on a wide range of issues within the regulatory remit of the organisation. The role will be essential in ensuring the co-ordination of all regulatory development projects.

The role will be responsible for ensuring that the HTA is forward looking in its policy development, and the successful candidate will be able to develop corporate and regulatory policy independently as well as supporting colleagues when they are developing policy. In particular, the role will need to work closely with the Heads of Regulation who play a key role in identifying areas of policy development for their sectors, and the implementation of policies.

The successful candidate will support the Head of Development in their role. Specifically, key responsibilities will be:

- to ensure cross-sector co-ordination in the development of regulatory policy;
- to lead (or contribute to) regulatory policy development at the HTA, working closely with the Heads of Regulation for each sector;
- to support the Head of Development in any work required to implement legislative change and required developments to ways of working;
- to develop and maintain the HTA's map of regulatory policies and advise on updates/changes as appropriate;
- to act as the hub for regulatory horizon scanning and make recommendations for new policies;
- to work with the Head of Development to ensure that regulatory policies are aligned with corporate policies;
- to provide advice and guidance on HTA policy issues to colleagues and external stakeholders; and,

- to strengthen external partnership working and engagement with other regulators, Arm's Length Bodies (ALBs) and the wider life sciences sector.

Communication and working relationships

Internal contacts

Staff across the organisation. Internal contacts also include the Senior Management Team (SMT) and Authority Members.

The post holder will be managed by the Head of Development and is required to report to them on all issues within the scope of the post's responsibilities.

External contacts

Key stakeholders and groups, who require advice and guidance on statutory and regulatory requirements and have sector-specific interests in regulated activities; for example, professional Colleges and associations.

Those regulated by HTA, including those who are subject to licensing and inspection, in particular to seek information on areas for policy development and the set of existing policies and to seek feedback on, and analyse the impact of, any policy changes.

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.

Key Tasks and Responsibilities

To lead, and contribute to, regulatory policy development within HTA. In particular:

- To co-ordinate regulatory and other development projects across the organisation;
- To lead, and contribute to, regulatory policy development within HTA in line with the policy framework, to ensure there are an appropriate suite of regulatory policies and tools in place;
- To lead, and contribute to, mapping the existing regulatory policies and identifying gaps, duplications or policies which are no longer required;
- Keeping the HTA's policy map up-to-date and liaising with the Quality Forum to ensure policies are updated in internal systems and on the HTA website;
- To contribute to the evaluation and analysis of risk within each of our sectors in order to inform development of our policies;

- To lead on the regulatory policy horizon scanning function and keep this up to date.

To contribute to the implementation of regulatory policies.

- To work collaboratively with colleagues (Regulation Managers and the Heads of Regulation) to review and evaluate the options available, and present written papers to SMT and other groups as required.
- To support the Regulation Managers with the development and implementation of HTA processes and systems to support policy changes.
- To lead on, and contribute to, the analysis of upcoming policy work as required for better regulation initiatives (BIT reporting, Growth Duty, Burden Reduction etc.)

To provide advice and guidance to a broad range of individuals and groups.

- To provide clear, evidence-based advice and guidance in a variety of formats (including professional presentations) to a range of audiences, both within HTA and outside of it;
- To share expertise with HTA staff, in particular to lead on training related to regulatory policy issues;
- To manage professional relationships with key stakeholders
- To represent the HTA on expert advisory groups as needed

To support the regulatory and licensing functions of the HTA.

- To undertake a baseline level of site visits/inspections and provide cover as required;
- Quality assurance of enquiries

Person specification

Criteria

Education / qualifications	
Masters level qualification in relevant scientific discipline or equivalent experience	<i>Desirable</i>
Experience, training and skills	
Read and analyse large quantities of complex information and identify key issues	Essential
Experience of developing and drafting policy	Essential
Demonstrate good judgement	Essential
Attention to detail	Essential
Ability to analyse technically and scientifically complex issues	Essential
Good understanding and level of knowledge of the HTA's regulated sectors	Desirable
Excellent level of writing skills and the ability to clearly document all aspects of their work	Essential
Ability to communicate effectively with the public and professionals in a variety of formats	Essential
Ability to effectively manage resources and people as part of a project	Essential
Ability to prioritise and organise work	Essential
Ability to work effectively under pressure and handle disagreements positively	Essential
Flexibility to work alone or as part of a team	Essential
Experience of project management	Essential
Excellent interpersonal skills	Essential

Ability to take ownership for developing high quality regulatory policy	Essential
Knowledge of horizon scanning tools and the use of them	Desirable
Experience of matrix or line management	Desirable
Experience of writing documents for publication	Desirable
Knowledge of continuous improvement principles and the use of these	Desirable

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