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| Job Title | Policy Manager |
| Job Purpose | Reporting to a Deputy Director of Policy or Strategy, you will lead the formulation of regulatory policy and methodology, and support implementation, across CQC’s role, purpose and regulatory functions. |
| Accountabilities | * Lead the development and maintenance of the regulatory policies, methods and external and internal guidance that underpin CQC’s regulatory approach, including for example thematic work and statutory monitoring. * Lead the identification and analysis of implications of external legislative, policy and other drivers for CQC’s regulatory model. * Lead the analysis of complex policy problems and the generation of innovative solutions to inform policy and strategy development, using structured policy tools and approaches. * Provide authoritative and expert advice and briefings to support the development and implementation of CQC policy and methodology. * Provide effective, inclusive and compassionate leadership, direction and support to Senior Policy and/or Strategy Officers and teams in the Policy and Strategy unit, including through leading projects, matrix and line management as appropriate. * Provide effective leadership of policy development projects. * Build and maintain strong and productive external relationships across government, regulation, and health and social care and beyond as required, to keep pace with national and international developments, and to influence the policy development of CQC’s strategic partners. * Builds and maintains strong and productive relationships with internal stakeholders including the Executive Team and Board. * Contribute to the development of CQC’s strategic direction and horizon scanning, working with Strategy teams. * Ensure that CQC’s strategic direction and priorities are translated into its regulatory approach across its statutory and regulatory functions as required, working with Strategy and Equity and Rights teams. * Ensure that policies, methods and guidance meet the needs of operational delivery by working closely with operational, Regulatory Leadership, Data & Insight and other key internal partners. * Lead external co-production and consultations where required, for example through developing materials or leading engagement activity, including with providers and people using services. * Ensure that evaluation and impact assessment is carried out as required. * Promote a culture of respect and fairness and understands personal responsibilities around diversity, equity and inclusion. * Role models and supports others to instil our values into everything that we do. |
| Specific skills and experience | **Role Specific**   * Significant experience of analysing the impact of legislation and policy and leading and supporting teams in the delivery of policy projects. * Significant experience of taking a structured approach to problem solving in a policy context. * Experience of developing and delivering clear policy proposals, recommendations and guidance for wider implementation by internal and external stakeholders, and evaluating impact. * Knowledge of the health and social care sector, government and/or regulation. * Knowledge and understanding of the development of regulatory frameworks and methods and their implementation. Experience of project management and of leading projects through clear governance structures for development, approval and sign-off governance.   **General**   * Highly developed written and verbal communication skills and influencing skills including successful presenting at Executive or Board level, with a proven record of success in presenting complex issues in a clear and coherent manner. * Proven ability to proactively manage and maintain effective relationships with external and internal stakeholders. * Strong record of relationship building and collaborative working across teams, including in situations without formal management oversight of colleagues * Experience of managing teams and projects in a complex and ambiguous environment, and of leading projects through clear governance structures for development, approval and sign-off governance. * Have the appropriate knowledge, skills and experience to actively promote diversity, inclusion, and equity of opportunity, treat everyone with dignity and respect and avoid unlawful discrimination. |

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| Values    Excellence  In my work for CQC:   * I set high standards for myself and others, and take accountability for results * I am ambitious to improve and innovate * I encourage improvement through continuous learning, * I make best use of people’s time, and recognise the valuable contribution of others     Caring  In my work for CQC:   * I am committed to making a positive difference to people’s lives * I treat everyone with dignity and respect * I am thoughtful and listen to others * I actively support the well-being of others     Integrity  In my work for CQC:   * I will do the right thing * I ensure my actions reflect my words * I am fair and open to challenge and have the courage to challenge others * I positively contribute to building trust with the public, colleagues and partners     Teamwork  In my work for CQC:   * I provide high support and high challenge for my colleagues * I understand the impact my work has on others and how their work affects me * I recognise that we can’t do this alone * I am adaptable to the changing needs of others |