

Job title	SHAPe Policy Officer
Closing date	5pm Friday 11 th January 2019
Employment type and annual salary	This is a fixed-term role for 2 years. Depending on the candidate it is available: <ul style="list-style-type: none">▪ Full-time (35 hours a week) – £28,000 a year▪ Part-time 0.8FTE (4 days a week) – £22,400 a year▪ Part-time 0.6FTE (3 days a week) – £16,800 a year
Who is the employer	Autistica is the host employer, but you will work across both charities.
Responsible to	Policy and Public Affairs Manager at Autistica, and Head of Policy and Public Affairs at the National Autistic Society.
Location	London. Your time would be divided between Autistica's office in Southwark & the National Autistic Society's office in Angel.

What is the role?

The Sowerby Health intervention for Autistic People (SHAPe) is a new project to design and test an annual health check for autistic people and an accompanying digital tool. Before these health checks can be rolled out nationwide, they must be commissioned by the NHS and accompanied with reforms to GP recording practices.

Autistica and the National Autistic Society are seeking a determined policy professional to help ensure the NHS is ready to implement the health-checks. You should have experience with either policy development, NHS service design/management, implementation science, qualitative research or a similar field. We particularly welcome applications from autistic candidates.

We want to build a society that works for autistic people. With your help we can ensure more autistic people in the UK enjoy long, healthy and happy lives.

How will your time be divided?

You will be employed by Autistica, but you will agree your priorities and work-plan with both organisations and the exact time you spend at each charity will vary throughout the project.

If you are employed to work three days a week the SHAPe project will be your sole focus. If you are employed full-time or for four days a week your remaining time will be spent working on health policy development at Autistica.

How will the recruitment process work?

1. To apply, you need to send a CV (two pages maximum) and cover letter (two pages maximum) to Ed Smith, Policy and Public Affairs Manager at Autistica (edward.smith@autistica.org.uk) by **5pm on Friday 11th January 2019**. The cover letter should: explain why you want the role; indicate whether you're interested in a full- or part-time position; and describe your successes working in policy development, NHS service design/management, implementation science, qualitative research or a similar field. If any of your experience is particularly relevant to role responsibilities, please highlight this in your letter.
2. A shortlist of candidates will be invited for a **first interview on Thursday 24th or Friday 25th January** with members from Autistica and the National Autistic Society Policy and Public Affairs Teams. We will inform all applicants about whether they have been shortlisted but unfortunately we will be unable to provide feedback on applications at this stage. If you are shortlisted, we will give you the interview questions in advance to help you prepare and ask you about whether there are any reasonable adjustments we can make for your interview.
3. If you are successful at the first interview, you will be invited back for a **second interview the week after your first interview**. You may be asked to complete a short written task as part of this interview. If that is the case, you will be informed about it before your second interview.

If you have any questions about the process, you can contact Ed Smith at Autistica on edward.smith@autistica.org.uk or 0777 192 1017.

What skills, experience and qualities are we looking for?

Criteria	Essential	Desirable
Skills		
<ul style="list-style-type: none"> ▪ Very strong analytical skills. ▪ Ability to research issues in depth. ▪ Ability to write clearly about complex issues. ▪ Ability to work with people with a wide range of opinions and interests. ▪ Ability to manage your and others' time effectively. ▪ Skills in understanding and interpreting scientific publications. 	✓ ✓ ✓ ✓	✓ ✓
Experience		
<ul style="list-style-type: none"> ▪ At least a year's experience in policy, healthcare, research or a related field, possibly: <ul style="list-style-type: none"> ○ Experience developing or testing public policy recommendations. ○ Experience designing, delivering or evaluating NHS services. ○ Experience reviewing or interpreting academic research. ○ Experience conducting qualitative research. ▪ Understanding of autism and the health problems autistic people face. 	✓	✓ ✓ ✓ ✓ ✓
Education		
<ul style="list-style-type: none"> ▪ An undergraduate degree or equivalent experience ▪ Postgraduate studies in a field related to autism, healthcare or implementation science. 	✓	✓
Personal Qualities		
<ul style="list-style-type: none"> ▪ Desire to make life better for autistic people. ▪ Genuine interest in the detail of how health services function. ▪ Interest in what influences the way people behave. 	✓ ✓	✓

What would you be working on within the SHAPe project?

Developing tools for primary care professionals

- Working with clinical experts to create:
 - A comprehensive list of old diagnostic codes that autistic people may have been assigned;
 - A consolidated list of agreed diagnostic codes to use going forward;
 - Templates that enable GP practices to generate temporary lists of their autistic patients (to invite to a health-check); and
 - Resources to support GP practices in inviting people to a health-check.
- Supporting research and policy proposals to identify undiagnosed autistic adults who should have the chance to access a healthcheck.

Engaging local and regional health bodies

- Working with Autistica and the National Autistic Society's public affairs staff to engage the providers of GP IT systems in the SHAPe project.
- Expanding relationships at the Royal College of General Practitioners, Royal College of Psychiatrists, NHS Digital and NHS England.
- Coordinating plans to encourage regional NHS organisations (STPs, ICSs and CCGs) to lead the way in auditing the quality of data and rolling-out the health-check in their area.

Getting the checks commissioned

- Helping scope the optimum route for commissioning health-checks across the NHS.
- Supporting a joint Autistica-National Autistic Society public affairs programme to build consensus and support for commissioning the health-check.

Scoping GPs' perception of the checks

- Interviewing and surveying GPs about their perceptions of the health-checks and recording changes over time.
- Developing and delivering a campaign to empower and motivate GPs in delivering health-checks.
- Exploring ways to empower local clinical champions, including the potential development of autism specialism accreditation for GPs.

Empowering autistic people

- Liaising with the health-checks study team about their research with autistic people on the barriers to accessing healthcare.
- Working with the autistic community to develop information resources that inform people of their healthcare rights, the purpose of a health-check and what to expect from the appointment.
- Managing relationships with public and third sector organisations that support autistic people with information and advocacy.

What would you be working on outside of the SHAPe project? (for full-time or 0.8FTE applicants)

- Translating existing research findings into evidence-led policy recommendations that can reduce the health inequalities facing autistic people.
- Working with Autistica's Policy and Public Affairs Manager to devise a strategy for supporting healthcare services to deliver on the ambitions within the NHS Long Term Plan.
- Managing roundtables and workshops with decision-makers, autistic people and clinical/academic experts to guide the development of public policy on key community priorities.
- Developing and maintaining a network of academic, clinical and community contacts to advise on policy issues.
- Gathering intelligence and insights into NHS commissioning and service arrangements (including "new models of care") for supporting autistic people with their health issues.
- Assist with other reasonable tasks related to Autistica's work.