

## Job Description

**Job Title:** Head of Policy (Neurodevelopmental Mental Health)

**Reports To:** Director of Policy

**Location:** London based

**Salary:** £57,000, plus pension and private medical insurance

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### Purpose

The Head of Policy (Neurodevelopmental Mental Health) is a new senior role within the IHPN team, reporting to the Director of Policy. The Head of Policy will develop a strategic and impactful programme of work to shape the policy environment for IHPN members delivering neurodevelopmental mental health services. This programme will be aimed at successfully influencing the external environment and ensuring that IHPN members are able to maximise opportunities to deliver high quality services.

IHPN members work within a sector in which the public policy framework is very important, especially in terms of the delivery of NHS services. The Head of Policy will work closely with the Director of Policy to identify key priorities for members delivering neurodevelopmental mental health services and translate them into programmes of work.

The Head of Policy will develop relationships at senior level with IHPN members in neurodevelopmental mental health and will work to ensure that they have high levels of satisfaction with their IHPN membership. The Head of Policy will also develop professional networks with key stakeholders including senior representatives at NHS England, the Department of Health and Social Care, key health think tanks and others as appropriate.

The Head of Policy will work closely with the Director of Regulation to develop a coherent work programme covering both safety and quality, and policy and influencing in neurodevelopmental mental health services.

In collaboration with the Director of Policy, Director of Regulation and Head of Policy (Acute care), Head of Policy (Primary, Community and Diagnostic care), the post holder will also contribute to the broader IHPN policy offer to all members.

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## Nature and scope

IHPN is the membership network for independent healthcare providers. We play a leading role in the sector by bringing all types of independent providers together, supporting them to deliver great care to patients, and enabling them to make a positive contribution to UK healthcare.

Our vision is for a thriving independent healthcare sector delivering great care to NHS and private patients.

Our members deliver a diverse range of services to NHS and private patients including acute care, primary care, community care, clinical home healthcare, diagnostics, mental health and neurodevelopmental care across England, Scotland, Wales, and Northern Ireland. IHPN's work programme covers a similarly diverse range of topics from supporting providers to achieve net zero; working on the contribution of the independent sector to NHS services; understanding the impact of key legislation such as the Health and Care Act; developing a sector wide approach to share and learn from patient safety incidents; supporting the development of medical governance oversight frameworks; and much more. IHPN is both output and delivery focussed, and our policy work reflects this.

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## Accountabilities

- Develop a set of business plan policy objectives for IHPN's neurodevelopmental mental health sector members and take responsibility for delivery.
  - Keep abreast of policy developments of relevance to IHPN's neurodevelopmental mental health sector members and ensure that these are shared with members as appropriate.
  - Work with IHPN's Head of Comms to develop an active influencing programme for IHPN's neurodevelopmental mental health sector members including with government, regulators, national NHS bodies and Parliamentarians.
  - Lead IHPN's sector group for neurodevelopmental mental health including setting agendas, securing external speakers, and ensuring that they deliver good value for members.
  - Identify opportunities for policy events and roundtables to bring members together and to influence the external agenda.
  - Working with IHPN's data adviser, develop data and insight for IHPN neurodevelopmental mental health sector members, drawn from external sources or members' directly, and influence the external data and information agenda as it relates to this part of the market.
  - Working with the Director of Policy build senior level connections with all neurodevelopmental mental health sector members and look for opportunities to grow the number of members from this part of the market.
  - Act as an external ambassador for IHPN with other members including by developing relationships with senior decision makers in the NHS and broader sector.
  - Continually improve knowledge and understanding of the sector.
  - Commission and manage external contractors as appropriate and in line with IHPN's business plan and budget.
  - Identify opportunities for member growth and other commercial activities.
  - Contribute to other aspects of IHPN's work as a senior member of the policy team and work across all IHPN teams where necessary or required.
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## Knowledge, Skills and Experience

We have provided an outline of the essential and desirable criteria for this role below. However, it is more important to us to find the right person with the right mindset than someone with a very specific set of previous experiences. So, we would really encourage you to apply or get in touch for a conversation if you:

- Are a people person and interested in putting your people skills into action with both members and key stakeholders.
- Have a can-do attitude that enjoys getting on and delivering.
- Enjoy working as part of a team and able to lead when needed.
- Works in line with IHPN team values including proactivity, integrity, and putting members first.

## Essential

- Knowledge of neurodevelopmental mental health policy.
- Excellent influencing skills that can be deployed with a variety of key stakeholders.
- Excellent policy research and analysis skills that cut through complexity and provide insight, with the ability to write accessible and compelling policy narratives informed by member/stakeholder views, evidence and best practice.
- Extensive skill and experience in both research and analysing data to understand key insights.
- Excellent attention to detail, a methodical approach, and able to consistently deliver high-quality outputs.
- Able to demonstrate strong customer service and interpersonal skills, gaining the respect and confidence of internal and external stakeholders.
- Be able to work collaboratively and build strong cross-organisational relationships within a multidisciplinary team and to deliver independently when needed.
- Flexible and agile in a rapidly changing environment.
- Effective facilitation and collaboration, using relevant tools and technology, online and face to-face.
- Previous experience of working in public policy, healthcare and/or a membership organisation or trade association environment
- Excellent IT skills.
- Project delivery experience.

## Desirable

- Educated to degree level.