

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<u>Practice Policy Officer</u>
<b>LOCATION</b>	Durham office/Home Based (by negotiation). Occasional UK travel (when permitted by Covid restrictions)
<b>RESPONSIBLE TO:</b>	Executive Director
<b>Employment Contract:</b>	2 year fixed term contract, part-time

### **JOB CONTEXT:**

The NRCPD, founded in 2009, is a charity and the principal UK registration body and voluntary regulator of language service professionals working with d/Deaf and deafblind people in the UK. Our primary purpose is the protection of the public, especially d/Deaf and deafblind people, from poor professional practice and misconduct amongst registered professionals. We also raise awareness of the issues facing d/Deaf and deafblind people and work to improve the provision of language service professionals across the UK, especially within public services.

NRCPD consists of three main capabilities: registration services; misconduct and complaints management; and policy and communications.

### **JOB SUMMARY:**

Reporting directly to the Executive Director, the Professional Practice Policy Officer, is the lead for developing and maintaining the NRCPD's suite of professional practice and ethical guidance for the professions. This is a new capability that NRCPD sees as essential for effective regulation, the future health of the professions, and for professional development as practice evolves. It is an important and influential role.

The role also plays a key part in working with the professional associations in coordinating appropriate input to national strategies across the UK and developing NRCPD policy as appropriate.

The role encompasses all aspects of professional practice, influencing national and organisational strategic direction and practice within research, awarding bodies, professional development and pre- and post- registration education and training.

The postholder must have the talent and temperament as a good coordinator, communicator and relationship builder to bring together the relevant input and materials from multiple stakeholders and sources.

Ideally the postholder is currently NRCPD registered and will have at least 3 years post-qualification practice, and also experience in a variety of public sector settings. Relevant experience of drafting practice guidance or advising on practice is highly desirable. If not meeting the above criteria, the postholder will have significant relevant experience of developing practice-related policy in another sector.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Support the Executive Director to identify, develop, implement and evaluate strategies to support professional development, by maintaining an overview of relevant best and emerging practice, identifying key issues for development of the professions.
- Lead on professional practice projects to promote, advance and develop the practice guidance necessary for healthy professions and protection of the public.
- Key project: drawing on all sources and working as necessary with others, to compile, collate, create and coordinate a comprehensive compendium of authoritative practice guidance for our registered professionals.
- Produce briefing papers and analysis in order to identify key priorities for action in line with the needs of NRCPD and to support delivery of the strategy.
- To provide project management and support to relevant working groups and task and finish groups as required
- To act as an authoritative source of advice and guidance for the professions on behalf of NRCPD, answering enquiries, producing guidance papers and other materials, including playing a lead role in NRCPD's own provision of CPD.
- To represent the NRCPD and deliver briefings at external meetings and forums, as required and writing articles for publication in the sector's online news and blog channels.
- To promote the role of the professions in public services by contributing to and collating responses to national consultations and other influencing activities such as engaging with stakeholders and public relations activity, and advising public bodies, contracting organisations and agencies on relevant best practice.
- Identify opportunities for collaborative working which are of mutual benefit, for example with professional associations or with deaf charities, and participate or lead these initiatives as required.
- To keep abreast of the internal and external developments of practice in academia, in the literature, amongst d/Deaf \*and deafblind people and in the field amongst

professionals. And ensure this is reflected appropriately in practice guidance.

- To undertake any other duties as may be required and reasonable for the effective operation of NRCPD, including ad hoc deployment of own language service skills.
- Ensure commitment and adherence to the NRCPD's values and policies.

**KNOWLEDGE, SKILL AND EXPERIENCE:**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the NRCPD and its role in regulating language service professionals' conduct</li> <li>• Strong evidence of continuing professional development and a wide knowledge of the professions and professional associations</li> <li>• Understanding of the current practice landscape</li> <li>• Understanding the issues faced by d/Deaf and deafblind people when working with professionals.</li> <li>• A strong affinity for the interests of d/Deaf and deafblind people nationwide</li> </ul>	<ul style="list-style-type: none"> <li>• NRCPD Registered 3yrs continuous</li> <li>• Familiarity with current NRCPD strategy, policy and guidance</li> <li>• Qualified in a relevant second language service discipline.</li> <li>• Good knowledge of public sector language service issues and standards</li> <li>• Knowledge of NRCPD structure and stakeholders.</li> <li>• Hold or be working towards further relevant postgraduate awards.</li> <li>• Experience of developing policy and/or practice guidance</li> </ul>
<b>Skill</b>	<ul style="list-style-type: none"> <li>• Critical appraisal skills</li> <li>• Ability to communicate in a compelling and informed manner.</li> <li>• Ability to write clear and succinct guidance for professionals.</li> <li>• Able to effectively present information to different audiences</li> <li>• Good IT Skills and confidence working at home and using remote platforms.</li> <li>• Able to organise and prioritise workload and meet deadlines.</li> <li>• Able to work as part of a team.</li> <li>• Ability to seek, source, compile and collate practice guidance from a wide range of sources.</li> <li>• Flexibility and adaptability</li> <li>• A commitment to personal and professional development (CPD)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering webinars and video presentations.</li> <li>• Experience of writing professional messages for social media and blogs</li> <li>• Experience of writing articles for news and comment outlets in the sector</li> <li>• Experience of social research methods</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• 3 years post registration experience in a variety of public services settings <u>OR</u> experience of policy and practise guidance development.</li> <li>• Experience of producing briefing papers and responding to consultations</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years post registration experience in a variety of public services settings <u>AND</u> experience of policy and practise guidance development.</li> <li>• Strong experience of at least one specialist area of interpreting</li> <li>• Experience of multi-professional working</li> <li>• Experience of designing and delivering training and training materials</li> </ul>
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**OTHER INFORMATION:**

A key part of this role is to ensure personal professional credibility in the eyes of both registrants and wider stakeholders to ensure that the policies of NRCPD can effectively be represented.

The post holder should have, or be able quickly to develop, an effective network of contacts across the professions and associations. And must have an effective negotiating style to enable the multiple inputs from stakeholders to be brought together coherently.

**TERMS**

NRCPD expects the postholder to maintain a degree of their own professional practice and this role is offered as a part time role to enable that – hours negotiable 21 hours minimum up to 30 hrs per week.

Indicative salary is £38k FTE depending on experience.

NRCPD expects the postholder to have currency in practice experience and for that reason the role is limited to a 2-year fixed term contract.

Irrespective of Covid, this role is offered home based. As Covid restrictions are lifted periodic travel to meet with other staff and trustees will be required, as well as to hold meetings in-person with external partners and stakeholders.

**CHANGES:**

This is a description of the job as it is presently constituted. It is the practice of the NRCPD to examine job descriptions for brand new roles with the incumbent to assess feasibility and appropriateness, making agreed changes as necessary.

Signed by ..... Date .....

Job holder

Signed by ..... Date .....

Manager / Supervisor