

# Job Description

## Head of Policy and Standards



### The opportunity

[The Intensive Care Society \(ICS\)](#) is the heart of the UK's intensive care community, bringing together doctors, nurses, psychologists, pharmacists, and allied health professionals who dedicate themselves to saving and transforming lives. Our mission is to foster groundbreaking research, elevate care standards, and deliver the best outcomes for patients and their families.

### The role

As our **Head of Policy and Standards**, you will provide strategic and operational leadership for our policy, research, standards and governance functions, delivering against the Society's [Strategic Plan](#), and ensuring that the intensive care community has access to timely, evidence-based and clinically sound guidance and policy insight.

This role offers the opportunity to lead complex, high-profile workstreams, manage a dedicated and skilled team, and collaborate with senior clinical leaders, partner organisations, and policymakers to drive change in critical care. You will lead the planning, prioritisation, and communication of new and existing guidance, amplify our policy voice in the healthcare sector, and manage our involvement in national initiatives such as the [James Lind Alliance Priority Setting Partnership](#) for intensive care.

We are seeking a strategic, collaborative, and experienced professional to lead our Research and Standards division, one of the Society's most high-impact strategic areas, and play a pivotal role in shaping and delivering our national policy agenda to improve intensive care practice across the UK. If you're ready to take on a leadership role that makes a difference, we'd love to hear from you!

**To apply:** please send your CV and a supporting statement (maximum 300 words) outlining how you meet the essential criteria listed in the person specification to [HR@ics.ac.uk](mailto:HR@ics.ac.uk)

- **Closing date:** applications must be received by **9am on Monday 14 July**.
- **Interviews:** scheduled to take place on **Friday 25 July**.
- **Applicants must have the right to work in the UK.**
- **Hybrid working with a minimum of two days in the office in London.**

### Benefits

- Defined contribution pension scheme after three full months service (employer contribution 5% and employee contribution 3%). The option for employees to contribute an additional 1% to their pension then ICS will match that with an additional 1%. Salary sacrifice scheme.
- Life assurance (after 3 months service) which provides a death in service payment of twice basic salary.
- Confidential Counselling Helpline 24 hours per day, 365 days a year for employees needing confidential help and advice. Telephone support on any matter that is causing upset or anxiety.
- 25 days annual leave and additional annual leave during the office closure period between Christmas and New Year.
- One extra day of annual leave for every complete year worked up to a maximum five days.
- Payment towards eye tests up to £50 per annum.

## Job description

<b>Job title:</b>	Head of Policy and Standards
<b>Reporting to:</b>	Chief Executive
<b>Salary:</b>	£60,000
<b>Line management:</b>	Standards and Guidelines Manager, Research Project Manager, Research and Policy Manager and Governance Coordinator
<b>Job purpose</b>	To lead the Society's policy, standards, research, and governance functions, delivering high-quality, evidence-based guidance and impactful policy outputs to improve intensive care practice and influence national health policy.

### Key accountabilities:

- Lead the delivery of the Research and Standards division and related policy and governance functions.
- Shape the Society's voice in national healthcare policy by producing timely consultation responses and position statements, for example in response to [the covid-inquiry](#).
- Develop and implement systems for assessing and prioritising new standards and guideline proposals in consultation with the intensive care community.
- Oversee the delivery of up to four new or updated ICS guidelines annually and lead the review of existing guidance.
- Lead ICS involvement in the James Lind Alliance Priority Setting Partnership with the support of the Research Project Manager.
- Oversee the timely and impactful publication of the Journal of the Intensive Care Society working with the Editor and publisher with the support of the Research and Policy Manager.
- Represent the Society in key external forums including with NICE, DHSC, NIHR and professional bodies.
- Oversee the effective planning and delivery of Council and Trustee Board meetings.
- Support the Governance Coordinator in overseeing the governance of the Society and maintaining compliance with internal and charity governance requirements.
- Provide oversight for all policy research, priority setting, and engagement activities.
- Build trusted partnerships across the critical care community to co-produce and disseminate impactful work.
- Support the Society's strategic planning.
- Play a role in the Society's annual State of the Art (SOA) Congress.
- Manage the policy and standards budget and ensure any relevant income targets are met.
- Provide line management to a small team of four direct reports.

### Other

- Model the Society's values and work in accordance with the Society's policies
- Undertake any such other duties as may be reasonably required, consistent with the nature of the post.

### Person Specification - Essential Criteria

**Skills and abilities**

- Experience in health policy, clinical governance or professional standards.
- Strong strategic, analytical and organisational skills.
- Proven ability to manage diverse teams and multiple priorities.
- Experience developing clinical guidance, position statements or consultation responses.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities, meet deadlines, and work under pressure.
- Skilled in stakeholder engagement, especially at senior or national level.
- Confident in programme delivery and budget oversight.
- Strong leadership and team management skills.
- Passionate about the mission and values of the Intensive Care Society.
- High level of professionalism, integrity, and accountability.

**Person Specification - Desirable Criteria**

- Experience working within a membership organisation, medical society, or healthcare charity.
- Understanding of UK health policy.
- Experience contributing to or managing clinical research or academic publishing processes.
- Experience working with or alongside multidisciplinary clinical teams.