

## Job Statement

<b>FORUM Policy Officer</b>			
<b>Salary band</b>	Officer	<b>Salary</b>	Starting from £28,800 + benefits
<b>Department</b>	Medical Science Policy	<b>Work location</b>	Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London
<b>Reports to</b>	FORUM Policy Manager	<b>Direct reports</b>	None
<b>Role duration</b>	Permanent	<b>Last updated</b>	August 2022

### About the Academy

The Academy of Medical Sciences is the independent, expert voice of biomedical and health research in the UK.

Our vision is good health for all supported by the best research and evidence.

Our mission is to help create an open and progressive research sector to improve the health of people everywhere.

- We support researchers with innovative funding and career development opportunities.
- We help create a more sustainable environment for delivering outstanding research.
- We help researchers to work with academia, the public, charities, policy makers, health and social care partners, and industry to make the greatest difference to health.

Our new strategy for 2022-2032 focusses on the following strategic priorities.

1. Influence policy and practice to improve the lives of patients, the public and communities
2. Support UK biomedical and health research to strengthen its global competitiveness and reputation
3. Support the next generation of researchers to reach their full potential
4. Work with our partners to increase the Academy's impact on global health by
5. Build our resources to ensure our long-term independence and effectiveness

[You can read more about our strategy 2022-2032 here](#)

### Working at the Academy

*A welcome from our President, Professor Dame Anne Johnson*

The COVID-19 pandemic was without a doubt a defining moment for the Academy. It is for times like this that the Academy was created – and we will be needed more than ever in the coming years to respond effectively to post-pandemic opportunities.

The staff at the Academy excel at bringing together diverse voices to solve complex problems. It is through this approach that we can help solve problems such as limiting the health impacts of climate change, harnessing artificial intelligence to improve health and reducing health inequalities.

With science at the forefront of the UK's aspirations to improve health, international reputation and economy, there couldn't be a better time to join the dedicated staff team working at the Academy.

### ***Our staff***

We have grown rapidly in recent years and continue to expand our team and the work they do. We currently have a staff of 70 people, all are guided by the following values:

- We strive for excellence
- We act on evidence
- We behave with integrity
- We collaborate widely
- We are inclusive and actively seek diversity in all forms

We support our staff to be agile, kind and resilient in everything they do.

Our talented and committed staff team who embody our values are one of our key strengths. We put physical and mental wellbeing at the heart of our organisational culture and the way we work.

### ***What you can expect working with us***

We are committed to working towards full equality of opportunity in our own organisation, practices and activities, and in the wider academic workforce. [You can see more information on our EDI values, principles, and behaviours here.](#)

We want to ensure diversity of thought and experience in all we do and for our staff to be able to bring every part of themselves to work. We actively encourage and welcome applicants from all backgrounds to help us engage with the diverse community we serve.

We will happily make reasonable adjustments for applicants as needed. Please do specify these at the time of applying. We welcome discussion of different working arrangements and locations with any successful applicant.

Our staff culture is shaped by the message of our [MedSciLife](#) campaign which states that a life outside work is not an extra, but an integral part of who we are. We encourage different working styles and practices to enable passions and achievements outside work to support individuals' careers.

To enable all staff to find a working pattern that best suits them and the needs of their role, we have agile working principles in place and are investing in hybrid and digital technologies. For those who want it, we provide daily access to desks in our London office Monday to Friday. To support connections in the office, our onsite venue team regularly provide free lunches for staff in our lounge and hot drinks are available in our small staff café.

## The role

As a key member of the Academy's close-knit policy team, you will spend most of your time supporting the Academy's influential [FORUM programme](#) and managing our relationships with organisations in the FORUM network.

The FORUM programme brings together academia, industry and the healthcare system, as well as the wider healthcare sector, in events to tackle some of the most significant health challenges in our society. In 2021-2022, our FORUM programme included meetings on cross-sector opportunities for women's health, clinical trials for rare diseases, chronic pain, and diagnostics. We are holding our annual prestigious FORUM Sir Colin Dollery Lecture on the topic of pharmacogenomics, personalisation and public health in Liverpool in October. Further workshops on designing pregnancy-specific drugs, early diagnosis of neurodegenerative diseases, and the environmental sustainability in medical research are being scoped and/or developed to host in the coming months. You will support the FORUM Policy Manager to scope new topics for, design and deliver the FORUM events programme.

The FORUM programme is shaped by a network of organisational FORUM members from across the life sciences sector and beyond. As Policy Officer, you will play a key role in managing relationships with both member and non-member organisations, facilitating their engagement with FORUM and the wider Academy.

This is an exciting time to join the team as we begin to implement the Academy's new ten-year Academy strategic plan. In addition to FORUM, you may also work on other policy projects or contribute to the work of other Academy teams in the Academy to help work towards the Academy's vision of 'good health for all supported by the best research and evidence'.

## About you

You'll have a real opportunity to make a difference, working with a wide range of stakeholders to tackle some of the most significant health challenges faced by our society. We are looking for somebody who is committed to improving health for all, willing to innovate, and experienced at engaging with a wide range of internal and external stakeholders.

You'll normally have a degree or similar qualification or equivalent work experience. Experience of delivering in-person and/or virtual events would be an advantage. FORUM is a cross-sectoral programme and we welcome applications from people with a variety of professional backgrounds. You might have experience in healthcare (including allied health profession such as nursing), medical research, regulation, humanities, economics, and industry (this list is not exhaustive, please do contact us if you would like to discuss the relevance of your experience.) You will be willing to learn about the UK health and science policy environment.

Please do not hesitate to contact Dr Claire Cope, Head of UK Policy (claire.cope@acmedsci.ac.uk) for an informal discussion about how your skills and experience fit with this role.

### **Key accountabilities**

1. Supporting the FORUM Policy Manager, or other staff, to deliver a series of policy events that bring together stakeholders across the life sciences sector, including patients, to tackle societal health challenges that would benefit from input from cross-sectoral collaboration. This will include developing meeting content, briefings and agendas, identifying relevant and diverse stakeholders, organising event logistics, and preparing and disseminating meeting reports. These activities will require close working with the FORUM Advisory Group, FORUM member organisations, Fellows who may Chair or participate in FORUM events, the Academy's Communications and Engagement teams, as well as other experts and stakeholders.
2. With the FORUM Policy Manager, ensuring that engagement with FORUM members informs the broader work of the policy team and the wider Academy. In partnership with the Fundraising team, supporting FORUM membership by nurturing existing members and identifying others who would benefit from, and be valuable to, the FORUM membership.
3. Developing and maintaining an excellent understanding of the policy landscape by monitoring developments and key policy issues. Identifying and researching potential new areas of policy work.
4. Maintaining and developing an effective network of contacts across the life sciences sector (including FORUM member organisations and our Fellows) to inform the Academy's policy activities, and to increase the impact of our work.
5. Contributing to evaluation of the impact of the policy team's activities, the development of new ways of working, and of improving impact, particularly with respect to events. This may involve working with the FORUM Policy Manager and Communications Team to communicate the impact of FORUM and wider Academy activities to external partners.
6. Maintaining relevant areas of the website and Salesforce (the Academy's customer relationship management database) with support from the FORUM Policy Manager.
7. Occasionally supervising policy interns (PhD students).

### **Skills and abilities**

- Effective written and verbal communication skills
- Experience of organising and managing successful events

- Ability to manage multiple projects in parallel
- Able to build and maintain effective relationships with key internal and external contacts
- Attention to detail
- Able to harness the benefits of working in teams
- Good IT skills
- Good literacy and numeracy skills
- Able to travel from time-to-time (predominantly within the UK)

## Competencies

### 1. Leadership and People Management

- Manages self effectively to prioritise and deal with competing demands

### 2. Inclusivity and Integrity

- Treats people fairly and with respect
- Promotes and encourages different and diverse ways of working

### 3. Personal Effectiveness

- Takes pride in work and is personally motivated to achieve high quality standards

### 4. Communication

- Asks relevant questions to clarify understanding

### 5. Innovation and Excellence

- Possesses some understanding of the sphere and context in which the Academy is operating and seeks value-adding improvements to day to day processes

### 6. Collaboration

- Participates in teams and engages with others effectively
- Displays a cooperative spirit - is flexible, patient and trustworthy

## Benefits and opportunities

<p><b>Salary progression</b></p>	<p>We have recently introduced a new salary progression framework.</p> <p>The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews.</p>
<p><b>Location</b></p>	<p>Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH</p>

	<p>We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face meetings and events.</p> <p>We welcome discussion of different working arrangements and locations with any successful applicant.</p>
<b>Annual leave</b>	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
<b>Pension</b>	The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.
<b>Life assurance</b>	3 x annual gross salary
<b>Season ticket travel loan interest free</b>	Available to all staff after completion of probationary period
<b>Family friendly benefits</b>	<ul style="list-style-type: none"> <li>• We offer enhanced maternity and paternity leave and provide coaching for parents returning to work.</li> <li>• We are a family friendly employer and support staff to be present for their families and those they care for through our agile working policy.</li> </ul>
<b>Agile working</b>	<p>We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ol style="list-style-type: none"> <li>1. Open</li> <li>2. Timely</li> <li>3. Experimental</li> <li>4. Connected</li> <li>5. Respectful</li> <li>6. Empowered</li> </ol> <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
<b>Wellbeing and mental health</b>	<ul style="list-style-type: none"> <li>• Subscription to Headspace and Class pass.</li> <li>• Regular individual, team and organisation wide wellbeing days.</li> <li>• Seasonal staff connection days</li> <li>• Employee assistance programme including financial and wellbeing advice.</li> <li>• Access to free online counselling and CBT</li> </ul>

	<ul style="list-style-type: none"> <li>• Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health.</li> <li>• Team of staff mental health first aiders</li> </ul>
<p><b>Equity, diversity and inclusion</b></p>	<ul style="list-style-type: none"> <li>• Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations.</li> <li>• Access to EDI training and development sessions.</li> <li>• Opportunity to join a cross organisation staff EDI Forum, with leads for Disability and Neurodiversity, gender, LGBTQ+ and race.</li> <li>• EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports.</li> <li>• We are also a member of <a href="#">EDIS</a> (the Equality, Diversity and Inclusion in Science and Health Research Network), the <a href="#">Employers Network for Equality &amp; Inclusion</a> and the <a href="#">Proud Science Alliance</a>, a collective of healthcare and life sciences sector LGBTQ+ networks.</li> </ul>