

Job Statement

Grants Officer			
Salary band	Officer	Salary	Starting from £28,800 + benefits
Department	Biomedical Grants and Policy	Work location	Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London
Reports to	Grants Manager/ Senior Grants Manager	Direct reports	None, but potential opportunity to manage an intern
Role duration	Permanent	Last updated	July 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
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

The Grants Officer will be a member of the Biomedical Grants and Policy Department. You will report to a Grants Manager and work with them to administer a portion of the Academy's portfolio of grants schemes and activities. You will act as a key point of contact for external liaison relating to the schemes. Working with the other Grants Officers and the rest of the Team, you will also help to develop and deliver events for Academy grant holders, as well as contribute to the Academy's wider portfolio of work, and the delivery of our new strategy.

The Academy is an outward-facing organisation and as a Grants Officer at the Academy you will have the opportunity to engage with a range of stakeholders including Fellows and senior academics, professional organisations, and researchers.

Staff members are encouraged to take part in cross-team projects, for example in promoting equity, diversity and inclusion in our activities, and to contribute to initiatives such as staff learning lunches and networking opportunities. All members of staff are also welcome to attend Council meetings, where strategic decisions are made.

This is a full time, permanent, role.

About you

Would you like to develop your skills in grants administration, deliver a successful portfolio of funding schemes, and help to create new programmes to develop talented researchers?

We are looking for a capable and enthusiastic Grants Officer to join our dynamic Grants team. A successful applicant will have interest in medical research and academic environment and clear understanding of the work and strategic goals of the Academy. They will be educated to first-degree level, with excellent interpersonal, communication, and organisational skills, and ability to work as part of a team.

Key accountabilities

The responsibilities of the post will include:

- Administering a portion of the Academy's portfolio of grant schemes:
 - Processing applications, determining eligibility and coordinating peer review of eligible applications.
 - Convening and supporting the awarding panel, including preparation of committee papers, reports and financial information, as well as preparing feedback to applicants.
 - Managing the new grants once awarded, along with the Academy's existing portfolio of grants.
 - Supporting the monitoring of awards and evaluation of grants schemes.

- Analysing data and preparing papers, presentations and reports to demonstrate the impact of our schemes for internal and external use.
 - Maintaining accurate and up to date data on grants.
 - Researching and reporting on initiatives being undertaken by other UK funders.
- Liaising with stakeholders:
 - Working with the Academy's Fellowship, in their roles as peer reviewers, selection panel members and Chairs, honorary Officers and members of Council.
 - Acting as a key external point of contact for the Academy's grants schemes, such as by providing advice to applicants, awardees, and host organisations.
 - Developing and maintaining working relationships with scheme funders.
 - Working with other Academy staff, particularly the rest of the Careers department and supporting the other Grants Officers in the delivery of their schemes, as required.
- Supporting the development and delivery of events for Academy grant holders, for example induction and scientific meetings for grant holders.
- Contributing to the Academy's wider portfolio of work, including drafting and providing data for papers for the Academy's governing committees.
- Acting as line-manager or project manager for one of the Academy's interns, on a rotation basis and when the opportunity arises.
- Performing any other duties that might be reasonably expected, and which are commensurate with this level of post.

Skills and abilities

- Interest in medical research and academic environment
- Understanding of the work and strategic goals of the Academy
- Excellent interpersonal and communication skills (verbal and written)
- Excellent organisational skills
- Meticulous attention to detail
- A confident and friendly team player/collaborator (within and across teams)
- Good IT skills, e.g., Microsoft suite and online databases
- Educated to first degree level
- Previous relevant experience which can be demonstrated either by preceding role(s) within an office setting, research environment or higher degree in a relevant subject desirable, but not essential
- Flexibility around working hours on occasions
- Ability to travel from time to time within the UK, with occasional overnight stays

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
- Happy to listen to and consider the views of others

3. Personal Effectiveness

- Takes pride in work and is personally motivated to achieve high quality standards
- Possesses self-awareness and is able to modify behaviours to an extent, or respond to feedback from others, in order to be more effective
- Understands the need to prioritise and manage time to activate tasks

4. Communication

- Asks relevant questions to clarify understanding
- Listens to information and responds appropriately
- Shows awareness of the Academy's reputation in external interfaces

5. Innovation and Excellence

- Seeks and is open to value-adding improvements for day-to-day processes
- Implements agreed processes to enable change, displaying a flexible approach. Willing to change direction if required

6. Collaboration

- Displays a collaborative spirit – is flexible, patient and trustworthy
- Willing to work with other teams and understands the benefits of collaborative working
- Develops positive working relationships with colleagues within areas of responsibility and across the organisation

Benefits and opportunities

Salary progression	<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>
Location	<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</p>

	<p>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>
Annual leave	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
Pension	The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.
Life assurance	3 x annual gross salary
Season ticket travel loan interest free	Available to all staff after completion of probationary period
Family friendly benefits	<ul style="list-style-type: none"> • We offer enhanced maternity and paternity leave and provide coaching for parents returning to work. • 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.
Agile working	<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"> 1. Open 2. Timely 3. Experimental 4. Connected 5. Respectful 6. Empowered <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
Wellbeing and mental health	<ul style="list-style-type: none"> • Subscription to Headspace and Class pass. • Regular individual, team and organisation wide wellbeing days. • Seasonal staff connection days • Employee assistance programme including financial and wellbeing advice. • Access to free online counselling and CBT • Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health.

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