

| Senior International Programme Officer | | | |
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| Salary band | Senior Officer | Salary | From £34,320 |
| Department | Programmes team (Careers) and Policy (International) | Work location | Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London |
| Reports to | Head of Programmes | Direct reports | N/A |
| Role duration | 12 months FTC | Last updated | June 2022 |

The role

The Senior International Programme Officer is a new post and you will be primarily responsible for overseeing the international element of our career development programmes work at the Academy. This is a key role, contributing to the delivery of our overseas development assistance (ODA) portfolio.

This is an exciting time to join the Academy team as we implement a new international strategy alongside our new 10 year Academy strategic plan. Expanding the international impact of our career development programmes and connecting UK and international researchers are priority areas for our team.

You will work across the international policy and programmes teams, setting up and delivering three new career development workshops to be held in different countries, in coordination with the proposed global health policy workshops on topics such as one health, mental health and maternal and child health (topics to be finalised). You will research potential partners, experts and people with an interest in researcher development in the host country, organize speakers and training sessions, manage the events and collate outputs and learnings to inform future events. This is an opportunity to learn more about the Academy's career development offer including mentoring, leadership training, community portals and funding schemes.

About you

You'll have a real opportunity to make a difference, working with a wide range of international researchers, funders and expert facilitators to deliver and develop our acclaimed programmes that we know have positive impacts on people's careers. We are looking for somebody who is passionate about global research and willing to innovate, engage with a wide range of stakeholders and is excited about working with researchers and leading experts in career development.

You'll have a degree (or equivalent) and experience of delivering events and workshops, possibly outside of the UK. You will be willing to learn about research careers support, funding and the wider career landscape both in the UK and globally.

Key accountabilities

1. Delivering three half-day workshops focused on capacity building of the research communities in LMICs and catalysis of Academy career development programmes including mentoring and leadership training.
2. Developing connections between UK and LMIC researchers and research development staff through virtual events and organise visits between the UK and host countries, working closely with both the international policy, grants and programmes teams.
3. Working with the Head of International and International Policy Manager, to provide expertise in researcher development to the global health policy workshops to ensure relevant stakeholders within UK and LMIC research communities are represented at the three workshops.
4. Establishing contacts and liaising with a range of stakeholders in the UK and LMICs, including Higher Education Institutions, funding agencies, delivery partners, other professional bodies and researchers, in order to ensure the Academy's programmes are responsive to continued developments in training and career pathways.
5. Produce new and refreshed online content for our mentoring and other programmes relevant for international audiences, working with our expert facilitators and the programmes team.
6. Writing high quality reports, summarizing outputs from the workshops both for our external funding partners and internally including papers for Council, Officers and other Academy meetings as required.
7. Working with the Head of Programmes and Head of International to develop and implement evaluation mechanisms to monitor the success of our career development programmes, working closely with external contractors as needed.
8. Managing budget lines relevant to this project and occasionally supervising interns and junior staff supporting the project.
9. Working with the Academy's Communications and our EDI Manager to ensure our programmes relate to the Academy's wider strategy and to raise the profile of our schemes.

Skills and abilities

- Experience of working in an international environment.
- Familiarity with current global health priorities.
- Excellent communication skills - collaborator, connector, influencer.
- Experience of organising and managing events and training workshops, particularly working with external facilitators and experts.
- Overseeing the development and delivery of concurrent programmes or activities.

- Building and maintaining effective networks.
- Collaborating with other organisations.
- Confident team player (within and across teams).
- Able to travel from time-to-time either in the UK or abroad.

Competencies:

Leadership and people management:

- Manages self effectively to prioritise and deal with competing demands
- Confident to have a go and to learn from mistakes

Integrity and inclusivity:

- Respects diversity and speaks up against discrimination, bullying and harassment
- Promotes and encourages different and diverse ways of working

Personal effectiveness:

- Able to cope with a level of pressure in performing day to day tasks
- Possesses self awareness and is able to modify behaviour to an extent, or respond to feedback from others, in order to be more effective

Communication:

- Shows awareness of the Academy's reputation in external interfaces
- Supports a positive and inclusive culture through appropriate communication styles and methods

Innovation and excellence:

- Strives to deliver 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

Collaboration:

- Participates in teams and engages with others effectively
- Develops positive working relationships with colleagues within area of responsibility and across organisation
- Understands the impact of actions on other areas within the organisation

[For information about the Academy and our strategy 2022-2032 click here](#)

[For information about working at the Academy and the agile and flexible working style available click here](#)

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| Salary progression | We have recently introduced a new salary progression framework. 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. |
| Location | Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH |

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| | <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> |
| 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. |

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| | <ul style="list-style-type: none"> • Team of staff mental health first aiders |
| <p>Equity, diversity and inclusion</p> | <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, Neurodiversity and Mental Health; Gender Equality; LGBTQ+ Community; and Racial Diversity. • 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. |