



Recruitment pack
Policy Manager - FORUM

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The Academy

The Academy's core mission is to advance biomedical and health research and its translation into benefits for society. We are working to secure a future in which:

- UK and global health is improved by the best research.
- The UK leads the world in biomedical and health research, and is renowned for the quality of its research outputs, talent and collaborations.
- Independent, high quality medical science advice informs the decisions that affect society.
- More people have a say in the future of health and research.

The Academy's 1,368 Fellows have been elected on the basis of outstanding contributions to a range of scientific fields, and are drawn from universities, hospitals, general practice, industry and the public service. Our Fellows are central to all we do. It is their talent and expertise that ensures we can bring authoritative opinion and practical guidance to complex issues in medical science and healthcare.

Established in 1998 as an expert body to deal with issues at the interface of medical science and healthcare, the Academy is part of the national academies group, alongside the Royal Society, British Academy, and the Royal Academy of Engineering. We are governed by a Council of 21 Fellows, including 6 Honorary Officers who provide strategic advice and oversight. Professor Dame Anne Johnson PMedSci is the current President.

The Academy is:

- An elected Fellowship of the UK's best biomedical and health researchers
- An independent source of evidence-based and expert advice
- Connected to, and respected by, decision makers
- Focused on realising cross-disciplinary opportunities across academia, industry and healthcare
- Committed to improving and celebrating diversity - in all its forms - in the biomedical and health research community
- Global in outlook, reach and influence
- Catalytic, inclusive and accessible in our approach
- Responsive to change and innovative in our solutions
- Adept at maximising our impact through partnership working

We seek to advance UK and global biomedical and health research through five strategic challenges (as set out in our 2017-22 strategy):

- 1. To harness our expertise and convening power to tackle the biggest scientific and health challenges and opportunities facing our society.**
- 2. To lead innovation in the development of research talent through funding and careers support.**
- 3. To achieve influence and impact beyond the UK to improve health and well-being.**
- 4. To become the exemplar of a 'modern scientific academy' – diverse, trusted, dynamic, relevant and accessible.**
- 5. To enhance the Academy's delivery capability, making sure we have the Fellows, staff, partners, resources and influence to make an even greater contribution to the UK and beyond.**

The Fellowship is supported by a team of approximately 53 staff. Recently we identified the following values as most important to the Academy staff:

- Collaboration
- Striving for excellence
- Integrity
- Evidence based
- Inclusive

We also highlighted the following behaviours as vital to the way we have been working during the pandemic - agility, kindness and resilience.

Policy at the Academy

The Academy's policy work addresses issues of medical science, healthcare and workforce, including sustaining the pipeline of researchers equipped to deliver innovation and excellence. Areas of policy work originate from within the Academy Council and wider Fellowship, as well as in response to issues raised by Government, Parliament and other relevant bodies, including stakeholders such as industry, medical research charities, medical royal colleges and regulators.

The Academy's policy work is broadly split across three teams: domestic; international and science base and careers.

- The domestic science policy team's remit includes ensuring that the UK's strong research base in academia, industry and the NHS can be translated into health and wealth benefits. The Academy's FORUM sits within the domestic science policy team (further details below).
- The international team leads our work with international partners globally and our capacity building initiatives.
- The science base and careers policy team's remit cuts across both our policy work and biomedical grants, mentoring and careers work. The remit of this team covers the environment for medical research in the UK, including funding and immigration, as well as training and career pathways for researchers across the spectrum of the medical sciences.

Our policy work not only influences UK research capacity and resource, but also informs our schemes and activities to support young researchers.

Policy is developed in consultation with Academy Fellows, in addition to external experts and stakeholders as appropriate. Projects often involve collaboration with other UK and international bodies (e.g. charities, research funders, industry), and can take many forms: major reports, shorter position papers, consultation responses, seminars and workshops, correspondence, representation on Government and external panels, evidence to Parliamentary committees, private meetings and roundtables with key decision makers. Wide consultation, comprehensive analysis of the evidence and robust peer review ensure the independence and authority of the Academy's policy work.

The Academy's FORUM

The Academy's FORUM provides a neutral and independent platform for individuals from across academia, industry, the NHS and Government, and the charity, regulatory and wider healthcare sector, to meet and take forward national discussions on scientific opportunities, technology trends and associated strategic choices for healthcare. As part of its FORUM programme, the Academy hosts a series of events to promote multi-sector discussion about cutting edge science and its potential consequences and applications, including its prestigious FORUM Annual Lecture. Formats range from invited lectures to symposia, roundtables and workshops, offering opportunities for debates and discussions on current policies and practices. They also provide a platform for promoting partnerships and networks, as well as joint actions by key stakeholders from across the life sciences sector. The FORUM is currently supported by 43 members, who pay an annual donation towards our work.

The post

Policy Manager - FORUM			
Salary band	Manager	Salary	£37,804- £42,368
Department	Medical Science Policy	Work location	41 Portland Place, London, however staff are currently working remotely with no expectation to return 5 days a wee
Reports to	Interim Head of Policy	Direct reports	1 x Policy Officer
Role duration	12 months FTC	Last updated	July 2021

The FORUM Manager plays a key role at the Academy, contributing to the delivery of our strategic objective to 'influence research and policy'. The current FORUM Manger will take up the role of interim Head of Policy in August to cover maternity leave. Reporting into the interim Head of Policy, the post holder will be primarily responsible for managing the Academy's FORUM, but will also engage in our wider portfolio of policy work. A key aspect of the post will be the development of strong and successful relationships with current and potential FORUM members, Fellows and key contacts across all sectors of the medical science policy landscape. The postholder will draw on internal and external contacts to develop and deliver an exciting and impactful FORUM programme of activities, including our FORUM Annual Lecture and meetings on chronic pain research, diagnostics and women's health. The post holder will be supported by a Policy Officer who works almost entirely on the FORUM programme.

We are looking for successful candidates to start as soon as possible.

Key tasks and responsibilities

1. Working with the Head of Policy, managing the FORUM to deliver of a compelling annual programme of events and an Annual Lecture, and grow the number and breadth of members in this network.
2. With the Policy Officer, planning, organising and facilitating a range of activities linked to the FORUM programme, including lectures, seminars, workshops and other stakeholder meetings. This will involve identifying and researching potential topics of interest, planning and delivering a range of virtual and/or hybrid events, and drafting and disseminating meeting reports. It will require maintaining an excellent understanding of current policy issues and close working with Fellows, FORUM members and other experts to identify key policy issues, engage potential stakeholders and partners, develop agendas and agree written outputs.
3. Developing or informing consultation responses or statements on topics relevant to the academia-industry-NHS interface.

4. Collaborating with stakeholders from industry, academia, government and the charity, healthcare and regulatory sectors, particularly current and potential future FORUM members; seeking and securing financial and other resource for policy activities, as appropriate.
5. Working with colleagues in the fundraising team and senior staff across the Academy to grow the FORUM by attracting new members.
6. Maintaining and developing an effective network of contacts across the sector, including Fellows and FORUM members, to inform the Academy's wider work programme and increase the impact of our work.
7. Ensuring that the Academy's President, Honorary Officers and Fellows meet regularly with key decision makers. Supporting these meetings through briefings and meeting notes.
8. Drafting papers for meetings of the Council and Honorary Officers of the Academy.
9. Representing the Academy at external meetings.
10. Contributing to the evaluation of the policy team's activities and the development of new ways of working.
11. Line managing a Policy Officer who will be working at least 50% of the time on projects being led by the Manager and the rest of the time on other policy projects. Occasionally supervising interns (PhD students on a 3 month paid policy internship).
12. Managing the FORUM budget.
13. Working with the policy team to maintain the relevant areas of the website; liaising with the communications team to ensure internal and external engagement with the Academy's policy work including through the use of new media.
14. Contributing to projects associated with the Academy's other policy activities, including supporting our health data policy portfolio.

The person

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I - Interview AF - Application form T - Test
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Degree or equivalent	✓		AF
2	Sound understanding of the medical research environment	✓		AF & I
3	Understanding of the academia-industry-NHS interface		✓	AF & I
4	Knowledge of the UK policy making process	✓		AF & I
5	Commitment to the goals of the Academy	✓		AF & I
	SKILLS			
6	Excellent written and verbal communications skills (including editing)	✓		AF, I & T
7	Analytical thinker	✓		AF & I
8	Meticulous attention to detail	✓		AF & I
9	Excellent organisational skills	✓		AF & I
10	Confident team player	✓		I
11	Confident dealing with people at senior level	✓		AF & I
12	Excellent IT skills	✓		T
	EXPERIENCE			
13	3-5 years in a relevant policy environment	✓		AF & I
14	Building and maintaining effective networks	✓		AF & I
15	Working with partner organisations	✓		AF & I
16	Overseeing the development and delivery of concurrent programmes or activities	✓		AF & I
17	Organising and managing events (ideally virtual or hybrid events)	✓		AF & I
18	Securing financial and other resources to support policy activities		✓	AF & I
19	Managing a budget		✓	AF & I
20	Line managing and developing staff		✓	AF & I
	CIRCUMSTANCES			

21	Able to be flexible about working hours on occasions		✓	I
	COMPETENCES			
22	Systematically reconciles conflicting pressures into consistent and intelligent plans and decisions.	✓		AF & I
23	Anticipates risks and the implications of decisions, taking ownership to ensure robust results.	✓		AF & I
24	Consults with stakeholders where relevant to make informed decisions.	✓		AF & I
25	Builds and maintains positive relationships with others, in order to gain co-operation, overcome objections and progress objectives.	✓		AF & I
26	Confident in representing and promoting the image of the team and the Academy in internal and/or external arenas.	✓		AF & I
27	Deals confidently with individuals and groups at all levels within an organisation.	✓		AF & I
28	Demonstrates the ability to motivate staff to achieve short and medium goals by setting realistic expectations, delegating tasks effectively and monitoring performance	✓		AF & I

The Offer

Position	Policy Manager - FORUM Full time, FTC 12 months
Location	During the pandemic we are working remotely although limited access to office desk space is possible. <i>Normal location is: 41 Portland Place, London, W1B 1QH</i>
Remuneration	£37,804- £42,368 per annum
Start date	Ideally September/October 2021
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 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	A range of enhanced benefits
Wellbeing and mental health	Subscription to Headspace and Class pass. Regular organisation wide wellbeing days. Employee assistance programme including access to online counselling and CBT

Key dates

Closing date for completed applications	Wednesday 1 September
Interview (virtual)	week commencing 6 September

Please contact Dr James Squires for an informal discussion about the role (020 3141 3227; james.squires@acmedsci.ac.uk).