

The Post

| Policy Officer | | | |
|-----------------------|---------------------------------|-----------------------|-------------------------------------------------|
| Salary band | Officer | Salary | Starting salary band: £27,000 - £29,000 p.a. |
| Department | Medical Science Policy | Work location | 41 Portland Place London W1B 1QH |
| Reports to | International Policy Manager | Direct reports | None |
| Role duration | Fixed term, 2 years | Last updated | Jan 2019 |

As a key member of the Academy's close-knit policy team, the international policy officer will primarily support the Academy's international policy programme, in particular support the delivery of our GCRF policy workshops - a series of impactful workshops which we hold with international partners. Our planned GCRF programme includes meetings on universal health coverage, epidemic preparedness, multi-morbidity and maternal and newborn health. The international policy officer will also be involved in work on other international and policy projects as part of delivering our strategic challenge: 'To achieve influence and impact beyond the UK to improve health and well-being.'

Key tasks and responsibilities

1. Supporting the International Policy Manager, or other staff, to deliver a series of policy workshops, aimed at working with international partners to consider how scientific evidence can help address key global health challenges and building capacity in ODA countries for the provision of scientific advice. Leading or supporting the organisation and delivery of GCRF policy workshops, the drafting of meeting outputs and their dissemination. This will involve developing agendas and identifying relevant stakeholders, organising event logistics, and preparing the necessary supporting materials. These activities will require: close working with Fellows including those that may Chair or participate in our international events, working groups and steering groups of Fellows and other experts and stakeholders across the life sciences sector both in the UK and internationally.
2. Ensuring that the organisation and delivery of the GCRF policy programme and engagement with our international partners informs the work of the rest of the policy team and the wider Academy, and provides an opportunity to promote the Academy's policy positions and broader activities.
3. The international policy officer may be also be asked to deliver work to inform and influence the wider biomedical research landscape. This work will involve policy activities that may include quiet diplomacy; liaison with other organisations on relevant issues; briefing papers; consultation responses; position statements; major working group projects; and other stakeholder meetings.
4. Maintaining an excellent understanding of the policy landscape by monitoring developments and key policy issues. Identifying and researching potential new areas of policy work.
5. Drafting papers for meetings of the Council and Honorary Officers of the Academy.

6. Supporting the Academy's President and other Honorary Officers; Fellows; and senior staff in their meetings with key decision makers through the production of briefings and meeting notes, in particular the Vice-President - International.
7. Collaborating with organisations from academia, industry, healthcare and the charity sector both in the UK and internationally.
8. Maintaining and developing an effective network of contacts across the sector (including our Fellows) to inform the Academy's major policy activities, and to increase the impact of our work.
9. Representing the Academy at meetings with external stakeholders.
10. Contributing to the evaluation of the policy team's activities and the development of new ways of working - particularly with respect to events.
11. Occasionally managing budget lines.
12. Maintaining relevant areas of the website; liaising with Communications staff to ensure internal and external engagement with the Academy's policy work, including through the use of new media.
13. Occasionally assisting with projects associated with the Academy's other policy activities.

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 | Background in science | | ✓ | AF |
| 3 | Commitment to the goals of the Academy | ✓ | | AF & I |
| 4 | Understanding of the medical research, academic environment or international development | | ✓ | AF & I |
| 5 | Knowledge of the policymaking process | ✓ | | AF & I |
| | SKILLS | | | |
| 6 | Excellent written and verbal communications skills | ✓ | | AF, I & T |
| 7 | Attention to detail | ✓ | | AF & I |
| 8 | Team player | ✓ | | AF & I |
| 9 | Confident dealing with people at senior level | ✓ | | AF & I |
| 10 | Excellent IT skills | ✓ | | T |
| 11 | Good literacy and numeracy skills | ✓ | | T |
| | EXPERIENCE | | | |
| 12 | Event management | ✓ | | AF & I |
| 13 | Dealing with external stakeholders | ✓ | | AF & I |
| 14 | Managing a budget | | ✓ | AF & I |
| 15 | Developing and delivering programmes or activities | | ✓ | AF & I |
| 16 | Producing printed materials and digital content | | ✓ | AF |
| | CIRCUMSTANCES | | | |
| 17 | Able to be flexible about working hours on occasions | ✓ | | I |
| | COMPETENCES | | | |
| 18 | Can consider the differing needs of others and adapt communication style accordingly | ✓ | | I |
| 19 | Able to analyse and interpret information accurately | ✓ | | I & T |
| 20 | Can maintain constructive relationships with others even in difficult situations | ✓ | | I |

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|----|-----------------------------------------------------------------------------------|---|--|-------|
| 21 | Can provide a logical, clear explanation of relevant facts and rational arguments | ✓ | | I & T |
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