

Job statement

Policy Manager			
Salary band	Manager	Salary	£37,804- £42,368
Department	Medical Science Policy	Work location	41 Portland Place (/remote)
Reports to	Head of Science Base and Careers Policy	Direct reports	No direct line management Project Management of Policy Officers and supervision of interns.
Role duration	2 years fixed term	Last updated	June 2020

The organisation

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 1200 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 Sir Robert Lechler FMedSci 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 served by a team of 43 staff.

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 cuts across both our medical science policy team and biomedical grants, mentoring and careers policy team.

- The medical science policy team's remit includes ensuring that the UK has a strong research base in academia, industry and the NHS and that the outcomes of research can be translated into health and wealth benefits. It is also responsible for our international activities, which include our work with international partners globally and our capacity building initiatives.
- The biomedical grants, mentoring and careers policy team's work focuses on the training and career pathways for researchers across the spectrum of the medical

sciences. Our policy work not only influences UK 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 role

The postholder will primarily support the delivery of our strategic objectives on 'influencing research and policy' and 'developing talented researchers'.

The postholder will manage policy projects, progress ongoing Academy policy priorities and respond to new opportunities enhance the environment for biomedical and clinical research in the UK. The postholder will primarily focus on our research base policy work, including influencing Government policy on investment in R&D; the UK's future relationship with EU research and innovation Programmes; and immigration. In addition, the postholder will lead the Academy's Parliamentary engagement, including through working in partnership with the National Academies and the All Party-Parliamentary Group on Medical Research.

Key immediate priorities will include supporting the Academy's work to influence:

- Upcoming Government fiscal events, including the Government's to commitments to increase investment in research and innovation
- the UK's future relationship with EU, including research and innovation Programmes
- Government reform to the UK's immigration system to ensure that it provides an attractive and accessible offer for international talent in biomedical and clinical research and related roles

The team has been established to harness synergies between our science base and careers policy portfolios and therefore, the postholder will also contribute to the Academy's careers policy work in collaboration with the Head of Science Base and Careers Policy and a Policy Officer.

The postholder will be expected to foster excellent relationships with Fellows, external partners and key stakeholders, and maintain strong networks with UK policy contacts. Although line managed by the Head of Science Base and Careers Policy, the postholder will work with to other senior staffon specific projects.

Key responsibilities and tasks

1. Scoping, managing and delivering a range of policy activities – including influencing documents, consultation responses, briefings, correspondence as well as organising workshops and symposiums. This role will require close working with Fellows and other experts to identify and analyse key policy issues, gather data and expert opinion, and construct conclusions and recommendations. Partnership working and close engagement with a range of stakeholders will be vital.
2. Developing and maintaining an excellent knowledge of the UK landscape around clinical and non-clinical research careers, including relevant policy developments in UK Governments, regulators, professional bodies and research funders; identifying and researching potential new areas of policy work. Being aware of the wider policy landscape within which the Academy operates.
3. Collaborating with organisations from academia, industry, healthcare and the charity sector on his/her projects.
4. Maintaining and developing an effective network of contacts across the sector (including our Fellows) to inform the Academy's policy work, and to increase our impact.
5. Representing the Academy at external meetings.
6. Ensuring that the Academy's President, Honorary Officers and Fellows meet regularly with key decision makers. Supporting these meetings through the production of briefings and meeting notes.
7. Drafting papers for meetings of the Council and Officers of the Academy to report on progress on major projects.
8. Contributing to the evaluation of policy activities at the Academy and the development of new ways of working.
9. Working with the Head of Science Base and Careers Policy to maintain the relevant areas of the website; liaising with the Head of Communications to ensure internal and external engagement with the Academy's policy work including through the use of new media.
10. Project management of policy officers. Occasionally supervising interns (PhD students on a 3 month paid policy internship).

		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 or academic environment	✓		AF & I
5	Knowledge of the UK policymaking process	✓		AF & I
	SKILLS			
6	Excellent written and verbal communications skills	✓		AF, I & T
7	Attention to detail	✓		AF, I & T
8	Team player	✓		AF & I
9	Confident dealing with people at senior level	✓		AF & I
10	Excellent IT skills	✓		T
11	Excellent literacy and numeracy skills	✓		T
	EXPERIENCE			
12	Working in a policy environment, ideally for at least 3 years	✓		AF & I
13	Developing effective networks of contacts	✓		AF & I
14	Overseeing and balancing the delivery of concurrent programmes and activities	✓		AF & I
15	Line managing and developing staff		✓	AF & I
16	Managing a budget		✓	AF
	CIRCUMSTANCES			
17	Able to be flexible about working hours on occasions		✓	I
	COMPETENCES			
18	Plans own work to ensure maximum effectiveness and prioritises to meet deadlines	✓		I
19	Able to analyse and interpret information accurately	✓		I & T

20	Consults with stakeholders where relevant to make informed decisions	✓		I
21	Builds support for recommendations and decisions, finds common ground and mutual benefits to gain agreement and commitment	✓		I
22	Communicates effectively with a range of stakeholders and is able to adapt the communication style to reflect audience, content and situation	✓		I
23	Presents clear succinct, well-balanced information orally and in writing	✓		I & T
24	Confident in representing and promoting the image of the team and the organisation in internal and/or external arenas	✓		I
25	Deals confidently with individuals and groups at all levels	✓		I
26	Anticipates risks and the implications of decisions, taking ownership to ensure robust results	✓		I
27	Willingly provides specialist or technical knowledge to support others in their roles	✓		I
28	Demonstrates the ability to motivate staff to achieve short and medium goals by setting realistic expectations, delegating tasks effectively and monitoring performance		✓	I
29	Builds a culture of giving and receiving constructive feedback and takes time to recognise the achievement of others		✓	I

