

<b>Policy Officer</b>			
<b>Salary band</b>	Officer	<b>Salary</b>	£27,377 - £29,878 p.a.
<b>Department</b>	Medical Science Policy	<b>Work location</b>	41 Portland Place London W1B 1QH
<b>Reports to</b>	Policy Manager	<b>Direct reports</b>	None
<b>Role duration</b>	12 months	<b>Last updated</b>	March 2019

As a key member of the Academy's close-knit policy team, the policy officer will primarily support a number of projects that contribute to delivering our strategic challenge 'To harness our expertise and convening power to tackle the biggest scientific and health challenges and opportunities facing our society'.

A significant part of the role will be to support the policy strand of our ambitious public engagement programme focusing on death, dying and our aging population.<sup>1</sup> An important milestone will be a major workshop in late 2019/early 2020 to consider the policy implications of this engagement activity and to catalyse future activity. The successful candidate will work closely with the Academy's Communications staff who are leading this project.

#### ***Generic key tasks and responsibilities***

1. Supporting the Policy Manager, or other staff, to deliver major policy projects (mainly working groups and symposia). Leading or supporting the scoping, report preparation, dissemination and follow-up of policy projects. This will involve organising meetings, teleconferences, workshops and seminars and preparing the necessary supporting materials. It will also involve researching, drafting and editing the final outputs of major policy projects. These activities will require: close working with working groups and steering groups of Fellows and other experts and stakeholders to identify and analyse key policy issues; gathering data and expert opinion; constructing impactful conclusions and recommendations; and developing dissemination and follow-up plans.
2. Helping the Policy Manager to ensure that our major projects are informed by, and inform, the Academy's other activities.
3. Maintaining an excellent understanding of the policy landscape by monitoring developments and key policy issues. Identifying and researching potential new areas of policy work.
4. Drafting papers for meetings of the Council and Honorary Officers of the Academy.
5. 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.
6. Collaborating with organisations from academia, industry, healthcare and the charity sector.

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<sup>1</sup> <https://acmedsci.ac.uk/more/news/the-departure-lounge-understanding-death-and-dying>

7. Maintaining and developing an effective network of contacts across the sector (including our Fellows) to inform the Academy's major policy projects, and to increase the impact of our work.
8. Representing the Academy at external meetings.
9. Contributing to the evaluation of the policy team's activities and the development of new ways of working - particularly with respect to major projects.
10. Occasionally managing budget lines.
11. Occasionally supervising interns.
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.

		<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>LIKELY TO BE ASSESSED BY:</b> <b>I</b> - Interview <b>AF</b> - Application form <b>T</b> - Test
	<b>EDUCATION, QUALIFICATIONS, KNOWLEDGE</b>			
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
	<b>SKILLS</b>			
6	Excellent written and verbal communications skills	✓		AF, I & T
7	Attention to detail	✓		AF & I
8	Team player	✓		I
9	Confident dealing with people at senior level	✓		AF & I
10	Excellent IT skills	✓		T
11	Good literacy and numeracy skills	✓		T
	<b>EXPERIENCE</b>			
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
	<b>CIRCUMSTANCES</b>			
17	Able to be flexible about working hours on occasions		✓	I
	<b>COMPETENCES</b>			
18	Can consider the differing needs of others and to 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
21	Can provide a logical, clear explanation of relevant facts and rational arguments	✓		I & T