

Job statement

Senior Policy Officer			
Salary band	Senior Officer	Salary	£30-£33k.
Department	Medical Science Policy	Work location	41 Portland Place
Reports to	Head of International	Direct reports	N/A
Role duration	Permanent	Last updated	13/02/2019

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 over 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 17 Fellows, including six 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

As a key member of the Academy's close-knit policy team, the senior policy officer will lead on our international policy activities, such as longer-term policy projects, and a range of scientific symposia, workshops, and lectures, to support our strategic objective to 'achieve influence and impact beyond the UK to improve health and well-being'. On occasions, the post holder may be called to support policy activities that deliver other aspects of our strategic objectives.

Key tasks and responsibilities

1. Supporting the Academy's entire international policy portfolio, and leading on specific projects to inform and influence policy and stakeholders internationally. Key to this role is engagement with our Fellowship and collaboration with a network of organisations nationally and internationally - primarily in the biomedical sphere - from academia, healthcare, industry and the charity sector.
2. The primary responsibilities of the post-holder will be to lead and support policy activities that include:
 - Supporting the delivery of the next international working group project, whilst also supporting the follow up activities to the first international working group report 'Multimorbidity: a priority for global health'.
 - Organising bilaterals workshops with international partners, other stakeholder meetings/roundtables, and the annual International Health Lecture.
 - Acting as the secretariat for the cross Academies Human Rights Committee, and as a member of the secretariat for UK Future Earth.
 - Developing briefing papers, position statements and consultation responses (including joint publications with other organisations).
 - Supporting the Academy's Vice President International in their activities.
3. The postholder will help to ensure that the positions that we take with international partners are informed by, and inform, our other policy activities.
4. Outside of the international portfolio the postholder may contribute to a range of other policy activities including: scoping, major working groups, policy events, position papers, consultation responses, correspondence and briefings.
5. Maintaining an excellent understanding of the international policy landscape by monitoring developments and key policy issues, and escalating to other key staff where relevant. Identifying and researching potential new areas of policy work.
6. Developing and maintaining a network of contacts (including Fellows) to inform the Academy's wider work programme and increase the impact of our work.
7. Drafting papers for meetings of the Council and Honorary Officers of the Academy.

8. Supporting the Academy's President, Honorary Officers, Fellows and senior staff by identifying key contacts for meetings the production of briefings and meeting notes.
9. Representing the Academy at external meetings.
10. Occasionally managing budget lines.
11. Occasionally supervising interns.
12. Contributing to the evaluation of the policy team's activities and the development of new ways of working.
13. 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 digital media.

Location

The post is located at 41 Portland Place, London, W1B 1QH.

Person Specification

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Test
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Science degree or equivalent	✓		AF
2	Higher degree in relevant discipline		✓	AF
3	Sound understanding of the medical research environment, academic environment or international development	✓		AF & I
4	Familiarity with current medical science or global health policy issues	✓		AF & I
5	Knowledge of the policymaking process	✓		AF & I
6	Commitment to the goals of the Academy	✓		AF & I
	TECHNICAL SKILLS			
7	Excellent written and verbal skills (including editing)	✓		AF & I
8	Analytical thinker	✓		I

9	Confident team player (within and across departmental and organisational boundaries)	✓		I
10	First class presentation skills	✓		I
11	Excellent organisational skills	✓		I
12	Meticulous attention to detail	✓		AF
13	First class IT skills	✓		AF & I
EXPERIENCE				
14	Working in a policy environment	✓		AF & I
15	Developing effective networks of contacts	✓		I
16	Collaborating with other organisations	✓		I
17	Managing complex projects	✓		I
18	Managing staff		✓	AF & I
19	Managing a budget		✓	AF & I
CIRCUMSTANCES				
19	Able to be flexible about working hours on occasions	✓		AF
20	Able to travel from time-to-time either in the UK or abroad	✓		AF
COMPETENCES				
21	Manages own performance and takes responsibility for own work, even under pressure.	✓		I
22	Communicates clearly and logically with confidence and can persuade others.	✓		I
23	Involves stakeholders appropriately and builds relationships that inspire trust and confidence.	✓		I
24	Maintains motivation and constructive relationships even in difficult situations.	✓		I

25	Identifies and anticipates risks and takes actions to minimise them.	✓		I
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