Job Statement

**Policy Officer**

<table>
<thead>
<tr>
<th>Salary band</th>
<th>Officer</th>
<th><strong>Salary</strong></th>
<th>From £31,623 + benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Medical Science Policy</td>
<td><strong>Work location</strong></td>
<td>Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London</td>
</tr>
<tr>
<td><strong>Reports to</strong></td>
<td>Senior Policy Manager</td>
<td><strong>Direct reports</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Role duration</strong></td>
<td>Permanent</td>
<td><strong>Last updated</strong></td>
<td>October 2022</td>
</tr>
</tbody>
</table>

**About the Academy**

The Academy of Medical Sciences is the independent, expert voice of biomedical and health research in the UK.

Our vision is good health for all supported by the best research and evidence.

Our mission is to help create an open and progressive research sector to improve the health of people everywhere.
- We support researchers with innovative funding and career development opportunities.
- We help create a more sustainable environment for delivering outstanding research.
- We help researchers to work with academia, the public, charities, policy makers, health and social care partners, and industry to make the greatest difference to health.

Our new strategy for 2022-2032 focusses on the following strategic priorities.
1. Influence policy and practice to improve the lives of patients, the public and communities
2. Support UK biomedical and health research to strengthen its global competitiveness and reputation
3. Support the next generation of researchers to reach their full potential
4. Work with our partners to increase the Academy’s impact on global health
5. Build our resources to ensure our long-term independence and effectiveness

[You can read more about our strategy 2022-2032 here](#)

**Working at the Academy**

*A welcome from our President, Professor Dame Anne Johnson*

The COVID-19 pandemic was without a doubt a defining moment for the Academy. It is for times like this that the Academy was created – and we will be needed more than ever in the coming years to respond effectively to post-pandemic opportunities.
The staff at the Academy excel at bringing together diverse voices to solve complex problems. It is through this approach that we can help solve problems such as limiting the health impacts of climate change, harnessing artificial intelligence to improve health and reducing health inequalities.

With science at the forefront of the UK’s aspirations to improve health, international reputation and economy, there couldn’t be a better time to join the dedicated staff team working at the Academy.

**Our staff**
We have grown rapidly in recent years and continue to expand our team and the work they do. We currently have a staff of 70 people, all are guided by the following values:

- We strive for excellence
- We act on evidence
- We behave with integrity
- We collaborate widely
- We are inclusive and actively seek diversity in all forms

We support our staff to be agile, kind and resilient in everything they do.

Our talented and committed staff team who embody our values are one of our key strengths. We put physical and mental wellbeing at the heart of our organisational culture and the way we work.

**What you can expect working with us**
We are committed to working towards full equality of opportunity in our own organisation, practices and activities, and in the wider academic workforce. [You can see more information on our EDI values, principles, and behaviours here.](#)

We want to ensure diversity of thought and experience in all we do and for our staff to be able to bring every part of themselves to work. We actively encourage and welcome applicants from all backgrounds to help us engage with the diverse community we serve.

We will happily make reasonable adjustments for applicants as needed. Please do specify these at the time of applying. We welcome discussion of different working arrangements and locations with any successful applicant.

Our staff culture is shaped by the message of our [MedSciLife](#) campaign which states that a life outside work is not an extra, but an integral part of who we are. We encourage different working styles and practices to enable passions and achievements outside work to support individuals’ careers.

To enable all staff to find a working pattern that best suits them and the needs of their role, we have agile working principles in place and are investing in hybrid and digital technologies. For those who want it, we provide daily access to desks in our London office Monday to Friday. To support connections in the office, our onsite venue team regularly provide free lunches for staff in our lounge and hot drinks are available in our small staff café.
The role

As a key member of the Academy’s close-knit policy team, the policy officer will support the establishment of new major policy projects (working groups and symposia) and undertake follow up work to maximise the impact of previous policy projects. The policy officer will also support our response to emerging policy priorities, including those related to regulation and reforms to the health and social care and public health systems. The policy officer will have the opportunity to support wider activities across the policy team associated with delivering our strategic challenge to ‘influence policy and practice to improve the lives of patients, the public and communities’.

Initially, the policy officer will be involved in either supporting the establishment of our upcoming project on child and parental health or undertaking follow up work to our rapid response Covid projects (including coordinating our contributions to the UK Covid-19 Public Inquiry) and our report on ‘Transforming health through innovation: Integrating the NHS and academia’. In addition, the policy officer will support our responsive policy work through organising timely meetings and developing impactful consultation responses or position statements.

This is an exciting time to join the team as we begin to implement the Academy’s new ten-year Academy strategic plan. In addition to policy activities, the policy officer may also contribute to the work of other teams in the Academy to help work towards the Academy’s vision of ‘good health for all supported by the best research and evidence’.

About you

You’ll have a real opportunity to make a difference, working with a range of stakeholders to tackle some of the most significant health challenges faced by our society. We are looking for somebody who is committed to improving health for all, has strong analytical skills, the ability to summarise complex information, and thrives on working with others to produce high quality outputs.

You’ll normally have a degree or similar qualification or equivalent work experience. Experience of delivering in-person and/or virtual events would be an advantage. We welcome applications from people with a variety of professional backgrounds. You might have experience in healthcare (including an allied health profession such as nursing), medical research, regulation, humanities, economics, and industry (this list is not exhaustive, please do contact us if you would like to discuss the relevance of your experience.) You will be willing to learn about the UK health and science policy environment.

Please do not hesitate to contact Dr Claire Cope, Head of UK Policy (claire.cope@acmedsci.ac.uk) for an informal discussion about how your skills and experience fit with this role.

---

1 [https://acmedsci.ac.uk/file-download/23932583](https://acmedsci.ac.uk/file-download/23932583)
Key accountabilities

1. Supporting the Senior Policy Manager, or other staff, to deliver new major policy projects (mainly working groups and symposia). This will involve scoping new topics; organising meetings, workshops or roundtables; working closely with Fellows and other experts to identify and analyse key policy issues; gathering and analysing data and expert opinion; and drafting sections of the report.

2. Helping the Senior Policy Manager implement the findings of previous Academy policy projects. This will involve developing dissemination and follow up plans; convening meetings, workshops or roundtables; working across the Academy to collate relevant Academy activities and drafting documents summarising our work; and liaising with the Academy’s Fellowship.

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. Maintaining and developing an effective network of contacts across the sector (including our Fellows) to inform the Academy’s policy activities, and to increase the impact of our work.

5. Contributing to the evaluation of the policy team’s activities and the development of new ways of working - particularly with respect to major policy projects.

6. Occasionally assisting with projects associated with the Academy’s other policy activities. This could include developing consultation responses or statements, scoping and organising workshops or roundtables, and drafting reports.

7. Occasionally supervising policy interns (PhD students).

Skills and abilities

- Effective written and verbal communication skills
- Strong analytic skills and experience of collating evidence from different sources
- Ability to manage multiple projects in parallel with support from the Senior Policy Manager
- Able to build and maintain effective relationships with key internal and external contacts
- Attention to detail
- Able to harness the benefits of working in teams, including across different departments
- Good IT skills
- Good literacy and numeracy skills
- Able to travel from time-to-time (predominantly within the UK)
Competencies

1. **Leadership and People Management**
   - Manages self effectively to prioritise and deal with competing demands

2. **Inclusivity and Integrity**
   - Treats people fairly and with respect
   - Promotes and encourages different and diverse ways of working

3. **Personal Effectiveness**
   - Takes pride in work and is personally motivated to achieve high quality standards

4. **Communication**
   - Asks relevant questions to clarify understanding

5. **Innovation and Excellence**
   - Possesses some understanding of the sphere and context in which the Academy is operating and seeks value-adding improvements to day to day processes

6. **Collaboration**
   - Participates in teams and engages with others effectively
   - Displays a cooperative spirit - is flexible, patient and trustworthy

Benefits and opportunities

<table>
<thead>
<tr>
<th>Salary progression</th>
<th>We have recently introduced a new salary progression framework. The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH</td>
</tr>
<tr>
<td></td>
<td>We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face meetings and events.</td>
</tr>
<tr>
<td></td>
<td>We welcome discussion of different working arrangements and locations with any successful applicant.</td>
</tr>
<tr>
<td>Annual leave</td>
<td>29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)</td>
</tr>
<tr>
<td><strong>Pension</strong></td>
<td>The Academy contributes 7.5% of gross salary to a Legal &amp; General salary sacrifice pension scheme, with an employee contribution of 3%.</td>
</tr>
<tr>
<td><strong>Life assurance</strong></td>
<td>3 x annual gross salary</td>
</tr>
<tr>
<td><strong>Season ticket travel loan interest free</strong></td>
<td>Available to all staff after completion of probationary period</td>
</tr>
</tbody>
</table>
| **Family friendly benefits** | - We offer enhanced maternity and paternity leave and provide coaching for parents returning to work.  
- We are a family friendly employer and support staff to be present for their families and those they care for through our agile working policy. |
| **Agile working** | We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.  

Our agile working approach operates on the following principles:  
1. Open  
2. Timely  
3. Experimental  
4. Connected  
5. Respectful  
6. Empowered  

These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing. |
| **Wellbeing and mental health** | - Subscription to Headspace and Class pass.  
- Regular individual, team and organisation wide wellbeing days.  
- Seasonal staff connection days  
- Employee assistance programme including financial and wellbeing advice.  
- Access to free online counselling and CBT  
- Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health.  
- Team of staff mental health first aiders |
| **Equity, diversity and inclusion** | - Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations.  
- Access to EDI training and development sessions.  
- Opportunity to join a cross organisation staff EDI Forum, with leads for Disability and Neurodiversity, gender, LGBTQ+ and race. |
• EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports.
• We are also a member of EDIS (the Equality, Diversity and Inclusion in Science and Health Research Network), the Employers Network for Equality & Inclusion and the Proud Science Alliance, a collective of healthcare and life sciences sector LGBTQ+ networks.