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, policymakers, health and social care partners, and industry to make the greatest difference to health.

Our new strategy for 2022-2032 focuses 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**

We are recruiting x2 Programme Officers who will work as part of the Programmes Team. The Programme Officers will be responsible for the administration and delivery of the Academy’s career development programmes, including the delivery of a diverse range of career development events, workshops and conferences. The roles provide an opportunity for a person passionate about supporting the next generation of researchers to play a role in the delivery of our unique portfolio of programmes.
In addition, staff are encouraged to take part in cross-team projects, for example in promoting equality, diversity and inclusion in our activities and to contribute to initiatives such as staff learning lunches and networking opportunities.

The Academy is an outward-facing organisation and as Programme Officer at the Academy you will have the opportunity to engage with a range of stakeholders including Fellows and senior academics, professional organisations and researchers.

**About you**

You’ll have a real opportunity to make a difference, working with a wide range of researchers, funders and expert facilitators to deliver and develop our acclaimed programmes that we know have positive impacts on people’s careers. We are looking for somebody who is passionate about biomedical and health research and excited about working with researchers and leading experts in career development.

You’ll have a degree (or equivalent) and have experience of dealing with external organisations or individuals, working with various databases, and producing high-quality printed materials and digital content (including on social media). In addition, you will have some experience of event or programme management. In addition, you will have some experience of event or programme management and experience using online platforms for events will be beneficial. You will be confident in working with people across all levels and in representing the team and the organisation both internally and externally. Excellent communication and team working skills are key attributes we are looking for, in addition to a desire to support the careers of the next generation of researchers.

**Key accountabilities**

- Administration and delivery across the Academy’s career development programmes and providing secretariat support to committees or advisory groups.
- Shared organisation and delivery of a variety of regional workshops and events each year for the Academy’s programmes, with individual responsibility for developing and delivering specific events within the programme.
- Working with professional consultants, who will assist in the development of programmes and facilitate workshops.
- Liaising with a range of stakeholders, including universities, funding agencies and biomedical and health researchers, to promote programmes and to encourage participation.
- Researching developments in programmes areas and the needs of discrete groups of aspiring biomedical and health researchers.
- Producing published career development information, guidance and resources, both print and digital.
- Raising the profile of the programmes to highlight the Academy as a leader in the field.
- Monitoring and evaluating the success of the Academy’s career development programmes and assisting with the production of high quality reports.
- Coordinating communications activity, including a regular newsletter, maintenance of relevant sections of the Academy’s website and social media.
• Liaising with Academy Fellows, stakeholders, funders and other professional bodies.
• Updating Academy Officers, Council and Senior Management Team through papers and briefings.
• Supporting the wider programmes and career team activities as required.
• Undertaking other ad hoc duties that can reasonably be expected of this post.

Skills and abilities

• Excellent written and verbal communication skills.
• Experience organising and managing events and training workshops.
• Some experience working with external facilitators and experts desirable.
• Experience producing printed and digital content.
• Strong organisational skills with keen attention to detail.
• Building and maintaining effective networks.
• Collaborating with other organisations.
• Confident team player (within and across teams).

Competencies:

Leadership and people management:
• Manages self effectively to prioritise and deal with competing demands
• Confident to have a go and to learn from mistakes

Integrity and inclusivity:
• Respects diversity and speaks up against discrimination, bullying and harassment
• Happy to listen and consider the views of others

Personal effectiveness:
• Able to cope with a level of pressure in performing day to day tasks
• Possesses self awareness and is able to modify behaviour to an extent, or respond to feedback from others, in order to be more effective

Communication:
• Shows awareness of the Academy's reputation in external interfaces
• Supports a positive and inclusive culture through appropriate communication styles and methods

Innovation and excellence:
• Strives to deliver 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

Collaboration:
• Participates in teams and engages with others effectively
• Develops positive working relationships with colleagues within area of responsibility and across organisation
• Understands the impact of actions on other areas within the organisation

For information about the Academy and our strategy 2022-2032 click here
**Salary progression**

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.

**Location**

Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH

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.

We welcome discussion of different working arrangements and locations with any successful applicant.

**Annual leave**

29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)

**Pension**

The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.

**Life assurance**

3 x annual gross salary

**Season ticket travel loan interest free**

Available to all staff after completion of probationary period

**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.

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<th>Wellbeing and mental health</th>
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<td>• Subscription to Headspace and Class pass.</td>
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<td>• Regular individual, team and organisation wide wellbeing days.</td>
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<td>• Seasonal staff connection days</td>
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<td>• Employee assistance programme including financial and wellbeing advice.</td>
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<td>• Access to free online counselling and CBT</td>
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<td>• Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health.</td>
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<td>• Team of staff mental health first aiders</td>
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<th>Equity, diversity and inclusion</th>
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<td>• Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations.</td>
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<td>• Access to EDI training and development sessions.</td>
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<td>• Opportunity to join a cross organisation staff EDI Forum, with leads for Disability, Neurodiversity and Mental Health; Gender Equality; LGBTQ+ Community; and Racial Diversity.</td>
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<td>• EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports.</td>
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<td>• We are also a member of EDIS (the Equality, Diversity and Inclusion in Science and Health Research Network), the Employers Network for Equality &amp; Inclusion and the Proud Science Alliance, a collective of healthcare and life sciences sector LGBTQ+ networks.</td>
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