

## Job statement

<b>Public Engagement Manager</b>			
<b>Salary band</b>	Manager	<b>Salary</b>	£41,000-£43,000
<b>Department</b>	Communications and Engagement	<b>Work location</b>	41 Portland Place, London, however staff are currently working remotely with no expectation to return 5 days a week
<b>Reports to</b>	Head of Engagement	<b>Direct reports</b>	Public Engagement Officer
<b>Role duration</b>	24 months fixed term, with potential to extend subject to funding	<b>Last updated</b>	22/07/21

### 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 1368 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 52 staff.

### **Communications at the Academy**

Communications at the Academy encompasses a diverse range of activities including media and digital communications, print production, public engagement and events for professionals and the public. The post holder is responsible for supporting the delivery of communications activities that meet our strategic objective to 'Engage patients, the public and professional in dialogue' and to support our strategic challenges to 'Harness our expertise and convening power to tackle the biggest scientific and health challenges and opportunities facing our society' and 'To become the exemplar of a 'modern scientific academy' – diverse, trusted, dynamic, relevant and accessible.'

### ***The role***

The **Public Engagement Manager** is responsible for managing the delivery, evaluation and development of the Academy's public and patient engagement and involvement programmes. The post ensures the Academy connects with a range of different public and patient communities in innovative and accessible ways. The postholder directly manages a Public Engagement Officer. The postholder is also required to collaborate with

colleagues across the organisation to develop and deliver a range of activities that inspire, engage and involve patients and the public with the Academy's work.

### ***Key tasks and responsibilities***

#### ***People and programme management***

- Manage the delivery of a public engagement and involvement strategy for the Academy, including activities and programmes that connect the public and patients with our work.
- Develop strong working relationships with colleagues across the organisation to encourage and support their participation in engagement activities.
- Research and monitor trends and developments in public and patient engagement to ensure the Academy stays current in the way it connects with people.
- Line management of an Engagement Officer.
- Line management of interns, placement students and temporary staff working on engagement projects.
- Set up systems to monitor and evaluate projects and encourage continual improvement in activities.

#### ***Project and supplier management***

- Manage liaison with public dialogue contractors, monitor timelines, reporting and delivery against project milestones.
- Manage delivery of tendering and selection processes to identify contractors for large public dialogue and evaluation projects delivered by external agencies.

#### ***Relationship building and reputation management***

- Build networks and links with other organisations to strengthen the Academy's connections and reputation in the public engagement community.
- Develop, manage and support a community of public and patient representatives who can contribute to the Academy's activities.
- Work with team members to represent the Academy's engagement activities through website content, social media and other communications channels.
- Contribute to papers and presentations updating Council and Officers on engagement projects.
- Represent the Academy at external meetings and deputise for the Head of Engagement as required

#### ***Finance and fundraising***

- Support the development of funding applications for public engagement projects.
- Manage budgets for public engagement events and projects.

#### ***Training and development***

- Assist Fellows and grant awardees with public engagement, identifying and providing training opportunities and support.
- In collaboration with staff in the biomedical careers team, manage the delivery of schemes and activities to train, reward and recognise researchers for communications and public engagement work.

- Support Academy staff from across the organisation to develop public engagement skills and knowledge of best practice.

### **Diversity and inclusion**

- Champion diversity and inclusion across Academy public engagement activities.
- Identify non-traditional or underserved audiences for engagement projects and ensure public engagement activities promote diversity and inclusivity.

### **Person Specification**

		<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 experience in science or communications	✓		AF & I
2	Knowledge of developments in the public engagement/dialogue field	✓		AF
	<b>SKILLS</b>			
3	Project management	✓		AF & I
4	Content writing for web and social media		✓	AF & I
	<b>EXPERIENCE</b>			
5	Experience of working with patients and the public	✓		AF & I
6	Running public events and workshops	✓		AF
	Dealing with a wide range of internal and external contacts	✓		AF & I
	Managing a patient reference group		✓	AF & I
	Line management experience		✓	AF & I
	<b>KEY COMPETENCES</b>			

7	<p>Focused Achievement, Initiative &amp; Drive.</p> <ul style="list-style-type: none"> <li>Creates an environment which encourages and empowers others to think of new and individual ideas, in line with team and Academy objectives.</li> <li>Demonstrates skill in adapting communication style to reflect the audience, content or situation.</li> <li>Actively shares the learning from successes and mistakes to improve process and</li> </ul>	✓		
8	<p>Communicating &amp; influencing</p> <ul style="list-style-type: none"> <li>Confident in representing and promoting the image of the team and the Academy in internal and/or external arenas.</li> <li>Demonstrates skill in adapting communication style to reflect the audience, content or situation.</li> </ul>	✓		
9	<p>Working Together &amp; Developing Relationships</p> <ul style="list-style-type: none"> <li>Plays an active role within own or nominated teams and encourages others to participate, builds on and supports their contribution.</li> </ul>	✓		
10	<p>Personal Effectiveness</p> <ul style="list-style-type: none"> <li>Willingly provides specialist or technical knowledge to support others in their roles.</li> <li>Builds and maintains positive relationships with others, in order to gain co-operation, overcome objections and progress objectives.</li> </ul>	✓		
11	<p>Leadership and People management</p> <ul style="list-style-type: none"> <li>Is approachable and invests time to provide support and training for team members.</li> <li>Encourages a culture that recognises and values diversity.</li> </ul>	✓		