

Public Engagement Officer

Salary band	Officer	Salary	£29,000-£32,000
Department	Communications and Engagement	Work location	41 Portland Place, London, however staff are currently working remotely with no expectation to return 5 days a week
Reports to	Public Engagement Manager	Direct reports	NA
Role duration	12 months fixed term, with potential to extend subject to funding	Last updated	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 53 staff.

The role

Reporting to the Public Engagement Manager, the Public Engagement Officer plays a central role in delivering public and patient engagement and involvement activities at the Academy. The post ensures the Academy connects with a range of different communities, particularly patients and carers, in innovative and accessible ways.

The post holder is required to organise and evaluate engagement and involvement events and activities, build strong relationships with public and patient groups, and collaborate with colleagues across the organisation to inspire, engage and involve patients and the public with the Academy's work.

Key tasks and responsibilities

Engagement and involvement programme

- Research and scope potential topics, formats, speakers, audiences and participants for events.
- Support the delivery of workshops to feed public, patient, carer and healthcare professionals' views into our policy programme.
- Deliver events and activities that support researchers to develop communication and engagement skills.
- Make connections at individual, organisational and community levels to broaden participation in Academy events and public engagement activities.
- Assist with data collection, analysis and reporting for event evaluations.

- Develop strong working relationships with colleagues across the organisation to encourage and support their participation in engagement and involvement activities and knowledge of best practice.
- Research and monitor trends and developments in public and patient engagement and involvement to ensure the Academy stays current in the way it connects with people.

Digital communications

- Work with team members to represent the Academy's engagement activities through website content, social media and other communications channels, and to connect with new and existing audiences.
- Develop digital resources to support participants in Academy engagement activities.
- Write and distribute newsletters, bulletins and marketing materials.
- Contribute to papers and presentations updating Council and Officers on engagement projects.

Diversity and inclusion

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

Wellbeing

- Support and model good work life balance and healthy working practices.

Other

- Collate information about communications activities for reports to funders, Council, Officers and other Academy meetings as required.
- Take part in cross Academy staff groups when needed.
- Undertake any other duties as required from time to time across the full remit of communications, engagement, regional engagement and diversity, including occasional travel and work outside normal office hours.

Location

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

Person specification: Public Engagement Officer

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Test
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Degree or equivalent	✓		AF & I
2	Understanding of the medical research or academic environment		✓	AF
3	Commitment to the goals of the Academy	✓		AF & I
4	Knowledge of developments in the public engagement/dialogue field		✓	AF & I
	TECHNICAL SKILLS			
5	Strong interpersonal and communication skills	✓		AF & I
6	First class IT skills	✓		AF & I
7	Attention to detail	✓		I
8	Has systems to organise time and workload	✓		AF & I
10	Project management		✓	T
11	Content writing for web and social media		✓	T
	EXPERIENCE			
14	Working in an events or administration role	✓		AF & I
15	Working with patients or the public		✓	AF
16	Running events or workshops		✓	
	COMPETENCES			
1	Focused Achievement, Initiative & Drive. <ul style="list-style-type: none"> Achieving objectives, finding solutions to problems, developing and contributing ideas Participates in discussions confidently making appropriate contributions. 	✓		

2	<p>Decision Making/Judgement</p> <ul style="list-style-type: none"> • Making informed decisions & exercising professional judgement • Takes responsibility for making effective plans and decisions directly related to own work and is aware of the possible impact on others • Seeks views where appropriate from team members to make an informed decision, while confident in taking own decisions. 	✓		
3	<p>Communicating & influencing</p> <ul style="list-style-type: none"> • Effectively and professionally communicating and influencing • Considers the differing needs of others and adapts communication style accordingly. 	✓		
4	<p>Working Together & Developing Relationships</p> <ul style="list-style-type: none"> • Working effectively with the team, the rest of the Academy & with stakeholders • Responds positively to requests for help from internal and external colleagues. 	✓		
5	<p>Personal Effectiveness</p> <ul style="list-style-type: none"> • Working in a planned and organised way to meet objectives. • Taking responsibility for your own development • Demonstrates motivation, determination and persistence even in difficult situations. <p>Competencies</p>	✓		