



Recruitment pack Head of Policy (Maternity cover)

*For an informal discussion about this post, please contact
Rachel Quinn, Director of Medical Science Policy
(Rachel.Quinn@acmedsci.ac.uk)*

Contents

The Academy

Policy at the Academy

The Post

The Person

The Offer

Key dates

The Academy

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 Dame Anne Johnson PMedSci 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 supported by a team of approximately 50 staff. Recently we identified the following values as most important to the Academy staff:

- Collaboration
- Striving for excellence
- Integrity
- Evidence based
- Inclusive

We also highlighted the following behaviours as vital to the way we have been working during the pandemic - agility, kindness and resilience.

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 is broadly split across three teams: domestic; international and science base and careers.

- The domestic science policy team's remit includes ensuring that the UK's strong research base in academia, industry and the NHS can be translated into health and wealth benefits.
- The international team leads our work with international partners globally and our capacity building initiatives.
- The science base and careers policy team's remit cuts across both our policy work and biomedical grants, mentoring and careers work. The remit of this team covers the environment for medical research in the UK, including funding and immigration, as well as training and career pathways for researchers across the spectrum of the medical sciences.

Our policy work not only influences UK research 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 Post

Policy Officer			
Salary band	Head	Salary	£51,157- £57,669 (lower to median)
Department	Medical Science Policy	Work location	41 Portland Place London W1B 1QH; however, staff are currently working remotely
Reports to	Director of Medical Science Policy	Direct reports	Two permanent Policy Managers
Role duration	12 month maternity cover (secondees welcome) Start date: ideally August/Sept 2021	Last updated	June 2021

The Head of Policy plays a key role at the Academy, responsible for developing and delivering a programme of activities to meet our strategic objective of 'influencing research and policy'. As well as overseeing an exciting, existing programme of policy activities, the successful candidate will have an excellent opportunity to shape our next major consensus study and contribute to the direction of the Academy's overarching 10-year strategy.

Reporting into the Director of Medical Science Policy, the postholder will manage a small, but highly productive team with a staff of four. The brief encompasses: leading and/or overseeing the initiation, delivery and follow up of major policy projects; progressing ongoing Academy policy priorities and responding to new opportunities in areas such as evidence-based contributions to the COVID-19 pandemic, use of data in research, regulation and governance of health research; overseeing the Academy's FORUM, a membership network and independent platform for discussions across academia, industry, NHS and other stakeholders (delivered by two of the staff); fostering and developing excellent relationships with partners and key stakeholders; and maintaining strong networks with UK policy contacts.

During the period of this contract, work in the postholder's team will include: following up the various strands of our work to inform the response to the COVID-19 pandemic (our latest report on winter preparedness will launch in July); scoping and/or delivering projects (including workshops and more substantive projects) on health inequalities, AMR and the regulation and governance of health research; seeking to ensure that research is embedded in NHS and public health reforms; and delivering our FORUM programme and maximising the value of the FORUM network.

The 'influencing research and policy' strand of Academy's work includes developing the way in which the Academy identifies, undertakes, disseminates, follows up and evaluates its policy work. The postholder will work with the Director and other Academy policy staff to support the development of the cross-cutting 'methodology' aspects of the strategy.

As a Head, the postholder will be part of the Academy's extended leadership team where priorities include the development of the Academy's 10 year strategy, the transition to

agile/hybrid working, increasing the diversity of voices that contribute to our work (including increasing our regional engagement) and developing a diverse and sustainable funding platform.

Key tasks and responsibilities

- a) Leading and/or overseeing the initiation and delivery of a range of policy activities, including major working group studies, shorter position papers, consultation responses, seminars and workshops, correspondence and briefings. It will involve working closely with Fellows and other experts to identify and analyse key policy issues, and gather data and expert opinion.
- b) Ensuring a healthy pipeline of projects by identifying and researching new areas of work and maintaining an excellent understanding of current issues in UK and international medical science policy. In this period, identify the Academy's next major policy project.
- c) Overseeing the FORUM: grow the number and breadth of members in this network, through delivery of a compelling and impactful annual programme of events and a prestigious annual lecture.
- d) Ensuring that our strategy, approach to project selection and work programme is informed and supported by Fellows – particularly the Honorary Officers and President. Assessing and agreeing the overall direction and prioritisation of the wider Policy Team's work with the other two Heads in the team (Head of International and Heads of Science base and careers).
- e) Contributing to the development and collation of outcome measures, including for our quarterly delivery reports to the Department for Business, Energy and Industrial Strategy.
- f) Collaborating with organisations from academia, industry, healthcare, regulatory and charity sectors; seeking and securing financial and other resource for policy activities as appropriate.
- g) Maintaining and developing an effective network of contacts across the sector (including our Fellows) to inform the Academy's work programme, and to increase the impact of our work.
- h) Representing the Academy at external meetings and deputising for the Director or Executive Director as required.
- i) Ensuring that the President, other Honorary Officers and Fellows meet regularly with key decision makers. Contributing to and supporting these meetings through the production of briefings and meeting notes.
- j) Working with the other Heads of teams in the Academy that support the Senior Leadership Team in delivering the strategic and operational priorities of the Academy.
- k) Drafting papers for meetings of the Council and Officers of the Academy.

- l) Contributing to the evaluation of the wider policy team's activities and the development of new ways of working.
- m) Constructing and managing the relevant budget areas. Advising the Director on allocation of funding in other areas.
- n) Working with the team to maintain the relevant areas of the website; liaising with the Head of Communications to ensure internal and external engagement with the Academy's policy work.
- o) Managing two policy managers. Working to develop their skills and experience, identify training needs, anticipate problems, conduct annual appraisals and encourage career development; recruiting new members of staff into the team as appropriate. Supporting them to do the same for their staff.

The Person

In addition to the criteria listed below, a candidate's ability to take up the role promptly will be considered as part of the selection process.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I - Interview AF - Application form T - Test
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Degree or equivalent experience	✓		AF
2	Background in science or health relevant to the work of the Academy.	✓		AF
3	Commitment to the goals of the Academy and to the staff values	✓		AF & I
4	Understanding of the health policy environment (particularly from a medical research perspective).		✓	AF & I
5	Knowledge of the evidence-based policymaking process	✓		AF & I
	SKILLS			
6	Excellent written and verbal communications skills & numeracy	✓		AF, I & T
7	Attention to detail	✓		AF & I
8	Team player	✓		I
9	Ability to quickly build productive relationships, including with people at a senior level, in person and remotely.	✓		AF & I
10	Excellent IT skills	✓		AF & T
	EXPERIENCE			
11	3-5 years working in an organisation that seeks to influence others or to implement international initiatives	✓		AF & I
12	Line management, ideally of a small team	✓		AF & I
13	Successful partnership working with other organisations	✓		AF & I

14	Quickly building and maintaining effective external networks and using them to influence. Contacts in organisations that are a priority for the Academy's UK policy work	✓	✓	AF & I AF & I
15	Developing and managing budgets	✓		AF & I
16	Securing funding from external funders and/or reporting against funding commitments (including experience of measuring impact and evaluation)		✓	AF & I
17	Overseeing impactful events, including virtual events		✓	AF & I
18	Overseeing concurrent programmes of activities	✓		AF & I
COMPETENCES				
19	Provides and sets clear direction and required standards of performance across the team, holding the team accountable for continually raising the standard of expected performance	✓		AF & I
20	Makes robust decisions by consideration of the financial & business implications and understands the broader short and long term impact of decisions and actions beyond own area of responsibility	✓		AF & I
21	Builds, utilises and maintains a network of colleagues and business contacts to ensure a continuous flow of relevant information and encourages this behaviour in colleagues	✓		AF & I
22	Remains calm and focused in changing or difficult circumstances, leading by example to find positive solutions	✓		I
23	Can provide a logical, clear explanation of relevant facts and rational arguments	✓		I & T

The Offer

Position	Head of Policy 4-5 days per week; maternity cover
Location	During the pandemic we are working remotely although limited access to office desk space is possible <i>Normal location is:</i> 41 Portland Place London W1B 1QH
Remuneration	£51,157- £57,669 (this is the lower to median range where we would normally appoint; upper quartile of the band is: £63,299)
Annual leave	26 days per annum; plus Christmas closure dates, and bank holidays (pro rata for part time staff)
Pension	The Academy contributes 7.5% of gross salary to a Legal & General 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
Agile working	Available to all staff
Family friendly benefits	A range of enhanced benefits

Key dates

Closing date for completed applications	5pm on 12 July 2021
First interview	Week commencing 19 July 2021
Start date	Ideally August/September with availability for virtual short handover session(s) in mid-August.