



Recruitment pack
Programme Officer

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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 1300 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 19 Fellows, including 6 Honorary Officers who provide strategic advice and oversight. Dame Anne Johnson DBE FMedSci has been our president since December 2020.

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 – *the strategy is currently being refreshed*):

- 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 around 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 have been working during the pandemic - *agility, kindness and resilience*.

Career development programmes at the Academy

The Academy is committed to supporting the careers of the next generation of biomedical and clinical researchers and is a source of inspiration, information, and personal support for early-career biomedical researchers.

Our priorities under this objective include developing innovative support programmes for researchers, networking researchers across disciplinary and sectoral boundaries and fostering research independence. Key to the success of these priorities is the support and work of the Fellowship. Academy Fellows act as mentors and speakers at events, as well as serving as reviewers and panel members for our grant's schemes.

From its foundation, the Academy has sought to develop research talent of the next generation of medical researchers. We provide practical support to allow biomedical researchers to develop and become independent researchers.

The Academy's mentoring programme is at the heart of our support for academic career development. The programme is widely recognised for the effective support it provides to early career academics. Part of our work in mentoring includes catalysing other organisations to develop their own local mentoring programmes.

Our career development events provide opportunities for researchers to network with Fellows, research funders and senior colleagues, as well as to discuss issues around training, funding, and professional development. These events help bring together Fellows and early career researchers, to promote greater engagement between the different communities that the Academy supports.

Our other programmes include SUSTAIN, which supports women on the cusp of independent research careers and involves bespoke residential and day workshops and tailored mentoring and coaching for a period of one year. INSPIRE is our programme encouraging and inspiring medical, dental, and veterinary students to consider a career in research through grants awarded to medical and veterinary schools to design local activities. FLIER (Future Leaders in Innovation, Entrepreneurship and Research) which launched in February 2019, is an innovative cross-sector Leadership Programme.

In addition, to support our Community of active programme participants and grant awardees, we run PILLAR and during the pandemic we have been running a COVID Career Support Space on our website.

We also aim to influence UK policies on academic training and career structures for biomedical researchers. We respond to changes in the landscape of biomedical careers and take an in-depth look at future opportunities and challenges.

Programme Officer			
Salary band	Officer	Salary	circa £28k p.a.
Department	Programmes - Careers	Work location	41 Portland Place, London, however staff are currently working remotely
Reports to	Programme Manager	Direct reports	None
Role duration	Fixed Term – 12 months	Last updated	March 2021

Role

Working as part of the Programmes Team, the Programme Officer is 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 role provides an opportunity for a person passionate about supporting the next generation of researchers to play a key 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.

Key tasks and responsibilities

- Administration and delivery of one or more of the Academy’s key career development programmes and providing secretariat support to committees or advisory groups.
- Shared organisation and delivery of a programme of workshops and events each year (virtual and when possible in person), 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, in order to promote programmes and to encourage participation.

- Researching developments in programme 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.

The Person

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Task
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Degree or equivalent	✓		AF
2	Background in science		✓	AF
3	Commitment to the goals of the Academy	✓		AF & I
4	Understanding of the biomedical and health research or academic environment		✓	AF & I
	SKILLS			
5	Excellent written and verbal communications	✓		AF, I & T
6	Attention to detail	✓		AF, I & T
7	Team player	✓		I
8	Confident dealing with people at senior level	✓		AF & I
10	Excellent IT skills	✓		T
11	Good literacy and Numeracy skills	✓		T
12	Confident using virtual meeting platforms, such as zoom or MS Teams		✓	AF & I
	EXPERIENCE			
14	Some event or programme management experience	✓		AF & I
15	Working with databases	✓		AF & I
16	Dealing with external organisations or stakeholders	✓		AF & I
17	Managing a budget		✓	AF & I
18	Developing and delivering programmes or activities		✓	AF & I
19	Producing printed materials and digital content	✓		AF
20	Experience working virtually		✓	AF, T & I

	CIRCUMSTANCES			
21	Able to be flexible about working hours on occasions	✓		I
	COMPETENCES			
1	Able to plan own work to ensure maximum effectiveness and prioritises to ensure tasks completed within deadline.	✓		AF & I
2	Seeks views where appropriate from team members to make informed decision, while confident in making own decisions.	✓		AF & I
3	Considers differing audiences and adapts communication style accordingly.	✓		AF & I
4	Networks effectively with stakeholders internally and externally.	✓		AF & I
5	Actively seeks guidance and constructive feedback to improve own skills and performance.	✓		AF & I
6	Shows a committed attitude in approach to work and takes personal responsibility for delivering on targets and objectives.	✓		AF & I

The Offer

Position	Programme Officer, full time, Fixed Term contract (12 months)
Location	During the pandemic we are working remotely. <i>Normal location is:</i> 41 Portland Place, London W1B 1QH
Remuneration	circa £28k per annum
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	The Academy has a set of Agile working principles, which allow some flexibility to the time and location of work.
Family friendly benefits	A range of enhanced benefits

Key dates

Closing date for completed applications	Tuesday 13 April 2021
First interview	Wednesday 21 April 2021