

<b>Policy Officer</b>			
<b>Salary band</b>	Officer	<b>Salary</b>	£27,675 - £30,765 p.a
<b>Department</b>	Science Base and Careers Policy	<b>Work location</b>	41 Portland Place, London, however staff are currently primarily working remotely with no expectation to return 5 days a week
<b>Reports to</b>	Policy Manager	<b>Direct reports</b>	N/A
<b>Role duration</b>	24 months	<b>Last updated</b>	October 2021

## About us

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 1400 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.

We currently have a staff of 63.

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.

This year we have been developing a 10-year strategy to be launched in December 2021. Through this strategy we will be setting ambitious goals for what the Academy is and does, who we represent, how we define excellence, and how we put equality of outcome, not just opportunity, into all our work.

### ***Our staff values***

We identify the following values as most important to the Academy staff:

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

We also highlight the following behaviours as vital to the way we work: *agility, kindness* and *resilience*.

We aim to support people from all backgrounds to enter and thrive in medical and health research careers. We want to ensure diversity of thought and experience in all we do and for our staff to be able to bring their authentic self to work every day.

## **The role**

This role sits within the Science Base and Careers Policy team, which is one part of the Academy's broad and interconnected policy function. You will work primarily with the Policy Manager, supporting the Academy's work to enhance the UK's medical science base, including the delivery of a project on the sustainability of health research in the UK. This will be alongside other priority areas affecting the UK science base including developing and advocating for policy positions to improve the environment for health research in UK, advocating for investment in health research and supporting the Academy's Parliamentary engagement. Your work will help deliver our strategic objective to 'harness our expertise and convening power to tackle the biggest scientific and health challenges and opportunities facing our society'.

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

1. Work with the Policy Manager to deliver a range of activities to influence the environment for health research in the UK. This will involve supporting the delivery of policy projects (see below), supporting the development of briefing papers, meeting notes, consultation responses and position statements, liaising with other organisations on relevant issues, and other stakeholder meetings.
2. Work with the Policy Manager to deliver a major policy project on the long-term sustainability of health research in the UK, including organising meetings, workshops and seminars and preparing the necessary supporting materials. It will also involve researching, drafting and editing the final outputs of policy projects alongside supporting implementation and follow-up activities.
3. Maintain an excellent understanding of the policy landscape by monitoring developments and key policy issues to ensure that our policy projects are responsive to the wider environment. Identify and research potential new areas of policy work.
4. Oversee the Academy's policy work on the use of animals in research, working with the Grants team and Comms team to ensure we meet our commitment to openness.
5. Work with the Policy Manager to deliver Parliamentary activities, for example through the All-Party Parliamentary Group on Medical Research.
6. Maintain and develop an effective network of contacts across the sector (including our Fellows and awardees) to inform the Academy's major policy projects, and to increase the impact of our work. Represent the Academy at external meetings.
7. Develop and support the development of briefings for senior colleagues, including Fellows, for external meetings and events, to ensure they are equipped to represent and advocate for the Academy's policy positions.
8. Occasionally supervise interns.
9. Maintain relevant areas of the website; liaise with Communications staff to ensure internal and external engagement with the Academy's policy work, including through the use of new media.

10. Support reactive policy work relating to the science base and occasionally assist with projects associated with the Academy's other policy activities.

### **About you**

You have a degree or equivalent, preferably with a background in science (though not essential). You are committed to the goals of the Academy and understand the medical research or academic environment. Ideally you have a knowledge of the UK policymaking environment.

You'll have a real opportunity to make a difference, playing a key role in informing and delivering the Academy's work to enhance the UK science base. Preferably, you have experience of event management, dealing with external stakeholders, developing and delivering programmes or activities, and producing high quality written materials and digital content to inform and influence. On occasion, you are able to be flexible about working hours.

### **Skills and abilities**

- Excellent written and verbal communications skills
- Attention to detail
- Strong time management skills and ability to manage your workload
- Team player
- Confident dealing with people at senior level
- Excellent IT skills
- Good literacy and numeracy skills
- Can consider the differing needs of others and to adapt communication style accordingly
- Able to analyse and interpret information accurately
- Can maintain constructive relationships with others even in difficult situations
- Can provide a logical, clear explanation of relevant facts and rational arguments

<b>Position</b>	<b>Policy Officer</b> Full time, FTC, 24 months
<b>Location</b>	During the pandemic we have been working remotely. There is now increasing access to office desk space but there is no expectation of staff returning to the office full time.  <i>Normal location is: 41 Portland Place, London, W1B 1QH</i>
<b>Remuneration</b>	£27,675 - £30,765 p.a
<b>Annual leave</b>	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
<b>Pension</b>	The Academy contributes 7.5% of gross salary to a Legal & General scheme, with an employee contribution of 3%.
<b>Life assurance</b>	3 x annual gross salary
<b>Season ticket travel loan interest free</b>	Available to all staff after completion of probationary period
<b>Family friendly benefits</b>	A range of enhanced benefits
<b>Wellbeing and mental health</b>	Subscription to Headspace and Class Pass. Regular organisation wide wellbeing days. Employee assistance programme including access to online counselling and CBT