

## Job statement

<b>Senior Policy Manager - FORUM</b>			
<b>Salary band</b>	Senior Manager	<b>Salary</b>	Starting from £48,600 + Benefits (possible to increase salary via incremental steps in the first 12 months)
<b>Department</b>	Medical Science Policy	<b>Work location</b>	Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London.  Staff are encouraged to spend at least 1 day per week in the office in addition to attending face-to-face meetings/events when required.
<b>Reports to</b>	Head of Policy	<b>Direct reports</b>	Policy Officer
<b>Role duration</b>	Permanent, offered as full time; open to job share partners; or part time contracts (0.8+)	<b>Last updated</b>	June 2022

### About the Academy

The Academy of Medical Sciences is the independent, expert voice of biomedical and health research in the UK.

Our vision is good health for all supported by the best research and evidence.

Our mission is to help create an open and progressive research sector to improve the health of people everywhere.

- We support researchers with innovative funding and career development opportunities.
- We help create a more sustainable environment for delivering outstanding research.
- We help researchers to work with academia, the public, charities, policy makers, health and social care partners and industry to make the greatest difference to health.

Our new strategy for 2022-2032 focusses on the following strategic priorities.

1. Influence policy and practice to improve the lives of patients, the public and communities.
2. Support UK biomedical and health research to strengthen its global competitiveness and reputation.
3. Support the next generation of researchers to reach their full potential.
4. Work with our partners to increase the Academy's impact on global health.
5. Build our resources to ensure our long-term independence and effectiveness.

[You can read more about our new strategy here](#)

## **Working at the Academy**

### ***A welcome from our President, Professor Dame Anne Johnson***

The COVID-19 pandemic was without a doubt a defining moment for the Academy. It is for times like this that the Academy was created – and we will be needed more than ever in the coming years if biomedical and wider health research is to respond effectively to post-pandemic opportunities.

The staff at the Academy excel at bringing together diverse voices to solve complex problems. It is through this approach that we can help solve problems such as limiting the health impacts of climate change, harnessing artificial intelligence to improve health and reducing health inequalities.

With science at the forefront of the UK's aspirations to improve health, international reputation and economy, there couldn't be a better time to join the dedicated staff team working at the Academy.

### ***About us***

We have grown rapidly in recent years and continue to expand our work. We currently have a staff of 70 people; all are guided by the following values:

- We strive for excellence
- We act on evidence
- We behave with integrity
- We collaborate widely
- We are inclusive and actively seek diversity in all forms

We support our staff to be agile, kind and resilient in everything they do.

## **Equity, diversity and inclusion**

We are committed to working towards full equality of opportunity in our own organisation, practices and activities, and in the wider academic workforce. [You can see more information on our EDI values, principles, and behaviours here.](#)

We actively encourage and welcome applicants from all backgrounds to help us engage with the diverse community we serve. We want to ensure diversity of thought and experience in all we do and for our staff to be able to bring every part of themselves to work.

We will happily make reasonable adjustments for applicants as needed. Please do specify these at the time of applying. The table below includes information on adjustments and working styles specific to this role that we hope will help support the widest possible range of candidates to apply.

Our staff culture is shaped by the mantra of our [MedSciLife](#) campaign which states that a life outside work is not an extra, but an integral part of who we are. We encourage different working styles and practices to enable passions and achievements outside work to support individuals' careers.

To enable all staff to find a working pattern that best suits them and the needs of their role, we provide staff with personal laptop, have agile working principles in place and are investing in hybrid and digital technologies. And of course, for those who want it, there is access to desks in our London office Monday to Friday. To support connections in the office, our dedicated onsite venue team regularly provide free lunches for staff in our lounge and hot drinks are available in our small staff café.

Staff are encouraged to connect with their team and others across the organisation in person, to support collaborative work and for the benefits connection brings to mental and physical health. We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face meetings and events. We therefore welcome discussion of different working arrangements and locations with any successful applicant.

## **The Academy's policy work**

### **Our policy portfolio**

The Academy's [FORUM](#) is part of our [wider UK and international policy portfolio](#), in a team of fifteen staff. Our policy work aims to improve the lives of patients, the public and communities in the UK and internationally and to support the UK biomedical and health research to strengthen its global competitiveness and reputation. Key health challenges identified in our new strategy are: health inequalities, climate change, mental health and global health security.

The Academy's staff and Council work together to identify policy areas where we can have the greatest impact – informed by the wider Fellowship, and discussions with decision makers including within government, Parliament, industry, medical research charities, public funders, regulators and healthcare providers. Our increasing engagement with patients and the public – led by a dedicated team in the Academy - also informs our work.

We inform and influence via: major reports, shorter position papers, consultation responses, seminars and workshops, correspondence, representation on Government and external panels, evidence to Parliamentary committees, private meetings with key decision makers. Projects often involve collaboration with other UK and international bodies e.g. charities, research funders, academia, industry, the NHS, and other UK and international Academies.

## **The FORUM**

The Academy's FORUM provides an independent platform for individuals from across academia, industry, the NHS and Government, and the charity, regulatory and wider healthcare sector, to meet and take forward national discussions on scientific opportunities, technology trends and associated strategic choices for healthcare. Patients and carers make an important and increasing contribution to our FORUM activities.

The FORUM provides a programme of roundtables, workshops and a flagship Annual Lecture to promote multi-sector discussion about cutting edge science and its potential consequences and applications. These events promote partnerships, networks and knowledge exchange, as well as help to identify and agree key actions to be taken forward by stakeholders from across the life sciences sector. Topics covered by FORUM events span the whole translational pathway, from basic and discovery science through to regulation and adoption into the NHS.

The FORUM is currently supported by 46 member organisations, which make an important annual donation towards our work. The input from, and connections with, our individual FORUM members informs our wider policy activities and work programmes across the Academy, including our work to support the next generation of researchers to reach their full potential. Recognising that industry provides over 45% of the funding for health research in the UK, we are particularly keen to ensure that voices from this sector help shape the work of the Academy via the FORUM, as well as by increasing the representation of researchers from industry in our Fellowship.

## **The role**

The postholder will play a leading role in ensuring that we harness and champion the interface between academia, industry and the NHS across the Academy in the delivery of our new 10-year strategy. They will work closely with a Policy Officer to develop and deliver an impactful FORUM events programme, tackling timely issues of importance across the life sciences sectors. They will also and work with senior staff and our Honorary Officers to ensure strong relationships; particularly with the life sciences industries. They will leverage the FORUM network and share the knowledge and contacts that they develop to support our wider grants, programmes and communications activities. With the support of the Head of Policy, they will ensure that they demonstrate the value of the FORUM to nurture and expand its membership.

Opportunities to be exploited by the new postholder include:

- Increasing the involvement of patients and carers in the FORUM programme.
- Engaging and involving emerging sectors of the UK life sciences system, including MedTech, diagnostics, artificial intelligence (AI) and health data and clinical innovators.

- Ensuring the FORUM membership and activities involve and represent the breadth of the life sciences system across the whole of the UK - including working closely with the geographical clusters that support the life sciences.
- Maximising and measuring the impact of our FORUM activities and using this to inform the evolution of the programme and our approach to growing the membership.

The successful candidate will join a close-knit team who work collaboratively both internally and externally. They will be involved in the wider work of the policy team and will have the opportunity to participate in cross-Academy groups focused on delivering the strategy and on strengthening our culture. The policy team has a commitment to its development – including regular learning sessions with internal and external speakers.

We hope that the successful candidate can join us in September/October 2022.

### ***Key Accountabilities***

- **Develop and deliver high impact policy events** with the support of the Policy Officer. In particular:
  - Scope potential FORUM topics by engaging the FORUM membership, Academy Fellowship and wider sector, to ensure that FORUM events are timely, impactful and relevant across the whole life sciences sector. This includes identifying potential partnerships to increase the impact of events.
  - Draft and/or quality assure the material relating to events and their outputs, to ensure that they meet our value of 'excellence'.
  - Deliver events that harness the expertise of patients and carers; involve emerging research leaders, and reflect the contribution from across the UK to life sciences research.
  - Develop innovative ways to disseminate the conclusions of FORUM events and to measure and increase their impact.
  - Harness the expertise and buy-in of the FORUM advisory group (Chaired by the President), Academy's Council and the wider staff team (particularly the communications and engagement teams) in developing and delivering the FORUM programme.
- Work with the President, the FORUM Advisory group, senior staff the fundraising scheme to **strengthen and grow the FORUM membership** by demonstrating the value of the FORUM to members and prospective members through: delivering impactful events; linking with the Academy's wider work; and strong relationships with individual members and prospective members. Focus on underrepresented sectors such as MedTech, diagnostics, AI and health data industries.
- **Proactively engage across the Academy** (including with senior staff and the Honorary Officers) to ensure that connections with, and the perspectives of the FORUM network are harnessed as we deliver our new strategy. In particular, **champion the importance of health research undertaken in industry** and ensure that this sector can contribute to programmes throughout the Academy.
- Sustain an effective **network** of contacts across the life sciences sector to inform and promote the Academy's work.

- **Line management and development** of the Policy Officer who works primarily on the FORUM programme and related activities. Occasional supervision interns (PhD students on a 3-month paid policy internship).

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## About you

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The successful candidate will have the opportunity to work with the leading researchers and organisations from across the UK's life sciences ecosystem and to support the translation of research into patient benefits. They will join a friendly organization that is committed to the wellbeing of its staff.

We are looking for someone who recognises the importance of the Academy's mission and the values and behaviours that it promotes. We are also seeking someone who enjoys identifying and harnessing synergies between and within organisations. Below we have listed the key knowledge, abilities and experience that we think are vital for this role. Please do not hesitate contact Rachel Quinn, Director of Medical Science Policy ([rachel.quinn@acmedsci.ac.uk](mailto:rachel.quinn@acmedsci.ac.uk)) for an informal discussion about how your skills and experience could be valuable to this role.

### Knowledge, abilities, and experience

- Excellent interpersonal skills as a collaborator, connector and influencer with peers and senior figures. For example, with experience of successfully working between or within organisations, or developing effective networks of contacts, or working in partnership, or securing external funding.
- An understanding of the UK life sciences or health and care research ecosystems, including the factors that influence research and its translation into benefits for society.
- Ability to (and preferably experience of) developing and delivering a programme of events that will connect people from different backgrounds.
- Ability to produce high quality written material; able to synthesise complex information and write for different audiences and to edit and quality assure documents. Ability to rapidly come up to speed with a range of diverse new topics.
- Ideally, experience in either working in an organisation that seeks to influence policy or in an organisation related to life sciences or health and care research (ideally with exposure to research in the NHS or industry).

### Benefits and opportunities

Our talented and committed staff team who embody our values are one of our key strengths. We therefore put physical, mental and financial wellbeing at the heart of our organisational culture and the way we work.

<b>Annual leave</b>	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
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<b>Salary progression</b>	<p>We have recently introduced a new salary progression framework.</p> <p>The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living or benchmarking reviews.</p>
<b>Pension</b>	<p>The Academy contributes 7.5% of gross salary to a Legal &amp; General salary sacrifice pension scheme, with an employee contribution of 3%.</p>
<b>Life assurance</b>	<p>3 x annual gross salary.</p>
<b>Season ticket travel loan interest free</b>	<p>Available to all staff after completion of probationary period.</p>
<b>Family friendly benefits</b>	<ul style="list-style-type: none"> <li>• We offer enhanced maternity and paternity leave and provide coaching for parents returning to work.</li> <li>• We are a family friendly employer and support staff to be present for their families through our agile working policy.</li> <li>• We support staff who have caring responsibilities.</li> </ul>
<b>Agile working</b>	<p>We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ol style="list-style-type: none"> <li>1. Open</li> <li>2. Timely</li> <li>3. Experimental</li> <li>4. Connected</li> <li>5. Respectful</li> <li>6. Empowered</li> </ol> <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
<b>Wellbeing and mental health</b>	<ul style="list-style-type: none"> <li>• Subscription to Headspace and Class pass.</li> <li>• Regular individual, team and organisation wide wellbeing days.</li> <li>• Seasonal staff connection days</li> <li>• Employee assistance programme including access to free online counselling and CBT.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cross organisation staff group dedicated to wellbeing that runs activities to support social connection, mental and physical health.</li> <li>• Team of mental health first aiders.</li> </ul>
<p><b>Equity, diversity and inclusion</b></p>	<ul style="list-style-type: none"> <li>• Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations.</li> <li>• Access to EDI training and development sessions.</li> <li>• Opportunity to join a cross organisation staff EDI Forum, with leads for gender, LGBTQ+, Race and Disability and Neurodiversity.</li> <li>• EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports.</li> <li>• We are also a member of <a href="#">EDIS</a> (the Equality, Diversity and Inclusion in Science and Health Research Network), the <a href="#">Employers Network for Equality &amp; Inclusion</a> and the <a href="#">Proud Science Alliance</a>, a collective of healthcare and life sciences sector LGBTQ+ networks.</li> </ul>