

Policy Officer Job Description

Job title	Policy Officer (PO)
Reports to	Policy and Diversity Manager
Salary	£28,000 per annum
Other regular relationships	Head of Policy, Community and Scientific Advancement and Membership and Community Administrator
Overall purpose of job	To support the Policy and Diversity Manager in AMI's efforts in shaping and influencing Policy. This includes leading on proactive and reactive external policy engagements, as well as supporting AMI members to boost their impact

At Applied Microbiology International we fundamentally believe that global challenges need to be solved by global, interdisciplinary experts. We are the oldest microbiology society in the UK and with more than half of our membership outside the UK, we are truly global, serving microbiologists based in universities, private industry and research institutes around the world. We publish an industry-leading magazine, *The Microbiologist*, and in partnership with Oxford University Press, we publish three internationally acclaimed journals.

We nurture early careers, recognise advancements, and celebrate professional capabilities through our prestigious awards. We enable collaboration between global teams, use our collective expertise to influence policy across the globe, and work to inspire the next generation of microbiologists. We are a conduit for scientific discovery to improve the planet for all.

AMI is committed to diversity and inclusion and particularly encourages applicants from diverse and under-represented backgrounds - we believe that success is built on having teams whose backgrounds and personal experiences reflect the diversity of our membership base. Qualified applicants will receive consideration without regard to their race, religion, sex, sexual orientation, gender identity or disability.

PRIMARY RESPONSIBILITIES

The Policy Officer will:

Main duties

- Provide key support to the Policy and Diversity Manager to achieve the policy objectives set out in AMI's strategic plan.
- Ensure that AMI's community including Advisory Groups and Global Ambassadors are sufficiently engaged on key areas of policy that are relevant to their functions and activities.
- Ensure that AMI's community is aware of relevant policy developments by contributing to the AMI newsletter, website, The Microbiologist magazine, social media and other digital platforms.
- Produce proactive and reactive background briefings by interpreting and assimilating research findings on relevant policy issues for opinion formers, decision makers and parliamentarians.
- Identify policy consultations and draft response documents, assimilating evidence from relevant experts.
- Horizon-scan proactively for external policy developments and opportunities aligned with AMI's strategic direction.
- Network with scientists, policy officers and other stakeholders from relevant organisations.
- Organise events which support the delivery of the policy objectives set out in AMI's strategic plan, in collaboration with the relevant AMI team members, Advisory Groups and Global Ambassadors.
- Represent AMI at external events and meetings including parliamentary receptions, and conferences.
- Assist with general administration as required by the Policy and Diversity Manager.
- Ensure that Diversity and Inclusion is considered in all processes, workflows and projects.

Personal Responsibilities:

To ensure the following:

- That you present a professional image at all times, both internally and to clients and to be an ambassador for AMI.
- That you understand the consequences of your actions for AMI and to actively share responsibility with the Chief Executive, Trustees and Managers for the success of AMI.
- That you are willing to work in excess of usual working hours when the balance of the company's work or allocated responsibilities requires this - we do not expect excessive working hours, rather we require flexibility when there is a clear benefit to AMI, and this will usually be compensated with time off in lieu.
- That you are aware of basic employment and health and safety law.
- That you are compliant with all legal requirements relevant to your role.

Team participation responsibilities:

To ensure the following, that you:

- Understand AMI's objectives and your own KPI(s).
- Can explain the expectations of your role and the measures of success.
- Attend one-to-one meetings on a regular basis to ensure your individual and team-wide KPIs are clear and up-to-date.
- Help and support new staff into their new role as appropriate.
- Take ownership of work and contribute to making decisions.
- Are a team player by supporting your colleagues as appropriate.
- Seek to continuously improve performance by learning and developing new skills and keeping up to date with latest developments in the sector.
- Undergo appropriate levels of coaching, development and support when needed; helping to identify your own:
 - o Development needs
 - o Development activity
 - o Expectations as a result of the development activity
 - o Actions to support the development activity
 - o Performance against business objectives as a result of the development activity

Person Specification:

You will be able to demonstrate proficiency in the following:

Essential

- Excellent research and analytical skills, coupled with an ability to rapidly grasp unfamiliar subjects, translating large volumes of information into concise, evidence-based recommendations.
- High proficiency in written and oral communication, with demonstrable ability to influence and inform a wide range of audiences.
- Strong organisation skills and the ability to manage multiple workloads in parallel to meet tight deadlines.
- Ability to take a collaborative and flexible approach to working within a dynamic team.

Desirable

- Have knowledge of national, regional and/or global policy structures and processes that are relevant to science and technology.
- Interest and/or knowledge relevant to applied microbiology.
- Working knowledge of the function of learned societies and/or membership organisations.