

Job description: **Careers Policy Officer**

Job Level: Officer	Salary: Starting from £35,666 + benefits	Department(s): Medical Science Policy & Biomedical Grants and Careers	Reports to: Policy Manager Direct reports: None	Role Duration: Permanent	Work Location: Hybrid – minimum 1 day a week from the office (41 Portland Place, London) and at home.
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Summary purpose - what you will be achieving.

People, workforce and culture are critical to the future of UK health research, which is why **supporting the next generation of researchers to reach their full potential** is one of the Academy's five strategic priorities. The Careers Policy Officer will play an important role in delivering this priority as a key member of the Academy's Science Base and Careers Policy team.

You'll have a real opportunity to make a difference, working with a range of colleagues within the Academy as well as external stakeholders like research leaders in academia, the NHS and industry to broaden the range of people and disciplines engaged in biomedical and health research through provision of clear, effective and attractive career pathways.

We are looking for somebody who is committed to improving health for all supported by the best research and evidence, has strong analytical skills, the ability to summarise complex information, and thrives on working with others to produce high quality outputs. You'll normally have a degree or similar qualification or equivalent work experience in a relevant area. Experience working on research careers/career development, and knowledge of research policy issues would be advantageous. We will prioritise applicants with relevant work experience. We welcome applications from people with a variety of professional backgrounds.

About the role – what you will be doing.

- Working with funders, employers and other stakeholders to implement the recommendations from the Academy's recent report on "[Future-proofing UK Health Research](#): a people-centred, coordinated approach".

- Supporting the organisation and delivery of policy workshops, roundtable discussions and occasionally conferences. This will involve developing agendas and identifying relevant stakeholders, organising event logistics, and preparing the necessary supporting materials and drafting of meeting reports and their dissemination.
- Supporting the Academy's Honorary Officers; Fellows; and senior staff in their meetings with key decision-makers and external stakeholders through the production of briefings and meeting notes.
- Maintaining an excellent understanding of the policy landscape by monitoring developments and key policy issues. This will be informed by working closely with Academy Fellows, researchers we fund and members of the both the Policy and Careers team.
- Sustaining an effective personal network of contacts across research funders, Royal Colleges, universities and the NHS to inform and promote the Academy's work.
- Developing and enhancing the evidence base which underpins our Careers Policy work.
- Working with colleagues across the wider Careers team to inform the Academy's own career support activities, ensuring that they reflect best-practice in support for health researchers.
- Occasional line management and supervision of Policy Interns (PhD students on a 3-month paid policy internship).
- Supporting the Academy's other Science Base and Careers Policy activities, as well as activities across the Academy.

About you – what you bring to the role.

- Effective written and verbal communication skills
- Strong analytic skills and experience of collating evidence from different sources
- Attention to detail
- Ability to manage multiple projects in parallel with support from the Head of Science Base and Careers Policy
- Knowledge of the UK research landscape (desirable)
- Running successful events
- Able to build and maintain effective relationships with key internal and external contacts
- Able to harness the benefits of working in teams, including across different departments and organisations
- Good IT, literacy and numeracy skills
- Able to travel around the UK (desirable)

Benefits

- Salary progression framework
- Hybrid and agile working
- 29 days annual leave including Christmas closure dates, plus bank holidays.
- Pension (the Academy contributes 7.5% of gross salary to a pension scheme, with an employee contribution of 3%).
- Life assurance
- Season ticket travel loan (interest free)
- Family friendly benefits (enhanced maternity and paternity leave, coaching for parents returning to work)
- Subscription to Headspace and Class pass
- Staff training to support your development including EDI training ([you can see more information on our EDI values, principles, and behaviours here](#))

[For information about the Academy and our strategy 2022-2032 click here.](#)

[Click here for information about working at the Academy and the agile and flexible working style available and the full range of staff benefits](#)