

Policy officer

FEBRUARY 2017
JOB DESCRIPTION



Policy officer

Salary: £25,000 pa inclusive of location allowance

Central London, WC1

Closing date: 22 March 2017

Interviews: 29 March – 5 April 2017

Anticipated start date: April/May 2015

About the role

This is an exciting opportunity to be part of a small but highly-influential policy and public affairs team at the heart of the medical research community. You will work with other members of the team and engage with our member charities to develop and communicate AMRC policy.

About you

Excellent communication and interpersonal skills are essential. You will be highly-organised, educated to degree level with ability for grasping and communicating complex issues. You'll need to be self disciplined, adaptable and able to thrive in a busy environment with lots of challenges and tight deadlines. Experience and understanding of the role of medical research charities and the biomedical research environment in the UK are desirable, but not essential.

This job may suit someone with experience of working in a science; biomedical research or health policy environment, looking to rapidly develop their skills and experience and gain greater exposure to the medical research community.

About AMRC

The Association of Medical Research Charities (AMRC) is the national membership organisation for the health and medical research charity world, influencing the policy and research environments by harnessing the collective strengths of our members, to demonstrate the sector's positive impact on health and wellbeing.

We work with a range of opinion formers in the government, industry and academia, to ensure the best possible environment for health and medical research charities in the UK, so patients benefit from the fruits of research.

How to apply

Please send your CV and a covering letter, explaining what makes you a strong candidate for this role, to Nisha Taylor at n.tailor@amrc.org.uk. If you have any questions about the role or wish to have an informal conversation, please contact Nisha.

Policy officer

Reporting to:

Head of Policy and Public Affairs

Responsible for:

Liaising with AMRC members and partners to monitor developments in the medical research sector, developing policy that reflects the views and needs of our sector, and working with team members to effectively communicate AMRC policy to stakeholders.

Overall objectives:

- Develop and amplify the medical research charity sector's voice in policy development to improve the research environment to help charities fund the best research.
 - Support AMRC member charities to interpret and respond to policy developments.
 - Develop AMRC's policy positions based on evidence and reflecting member perspectives.
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Policy officer

- Deliver the relevant strategic and operational parts of the AMRC plans, including supporting public affairs activities to increase AMRC policy impact.

Relationships

- AMRC is a small team and good communication between all team members is essential to working productively.
- Stakeholders – build up relationships with policy and public affairs teams at our member charities, related organisations and civil service.

Key responsibilities

- Support the head of policy and public affairs to develop policy positions.
- Respond quickly and efficiently to enquiries.
- Respond to consultations on behalf of AMRC.
- Build relationships with policy and public affairs teams among the AMRC membership and work with the head of policy and public affairs to share information and provide any tailored support required through AMRC's policy networks including the public affairs working group (PAWG).
- Support the head of policy and public affairs in meetings with key individuals to promote AMRC's policy and public affairs work at a devolved, UK and EU level.
- Conduct policy, political and media monitoring for the AMRC team.
- Work with the AMRC team to identify data and develop case studies to support AMRC policy and media work.
- Work with the AMRC team to draft briefings and copy for AMRC's website and blog on policy issues.

General

- Maintain customer relationship management (CRM) database and networks to support public affairs work.
- Office administrative support and other duties as needed.

Person specification

Education and experience	
Graduate with a degree in science	E
Experience of working in policy	D
Skills	
Excellent written and oral communication skills	E
Ability to work in a team	E
Organised, with good time management skills and ability to prioritise competing demands.	E
Ability to work methodically and accurately with excellent attention to detail	E
Good interpersonal skills, able to work well with colleagues to exploit understanding of interrelated information	E
Positive attitude to work, open to learning and new ways of working	E
Analytical, good IT skills	E
Willingness to work flexibly when required	E
Experience and proven ability to speak with policy makers/journalists	D