

## Job description and person specification

### Job Description

This is an exciting new opportunity for an experienced, insightful and conscientious **Senior Policy Officer, Clinical Research** to join a busy office working at the interface between healthcare and higher education. The role holder will have responsibility for managing the business of the UK Clinical Research Collaboration (UKCRC), chaired by the Chief Medical Officer, Professor Chris Whitty. They will also take responsibility for promoting clinical academic careers and the importance of research and clinical trials for the benefit of patients and of UK plc. The person will organise the meetings of the Medical Schools Council's research sub-committee, the University Hospital Association's Research and Development Directors as well as the twice-yearly meeting of UKCRC.

The role holder will need to develop a detailed understanding of training pathways for doctors undertaking clinical research in the NHS. The person will need to liaise with the funders of clinical research in the charities and Government funding agencies such as NIHR and the MRC. Excellent written and oral communication skills are required and the person must be well organised and have the ability to multi-task and work well under pressure. It will provide an ideal opportunity for someone looking to develop a career in health or higher education policy as it involves exposure at the highest level to many aspects of education, research and service delivery in medical and dental schools, funding agencies and in university hospitals. A science degree and/ or experience of the clinical research/research funding environment would be advantageous.

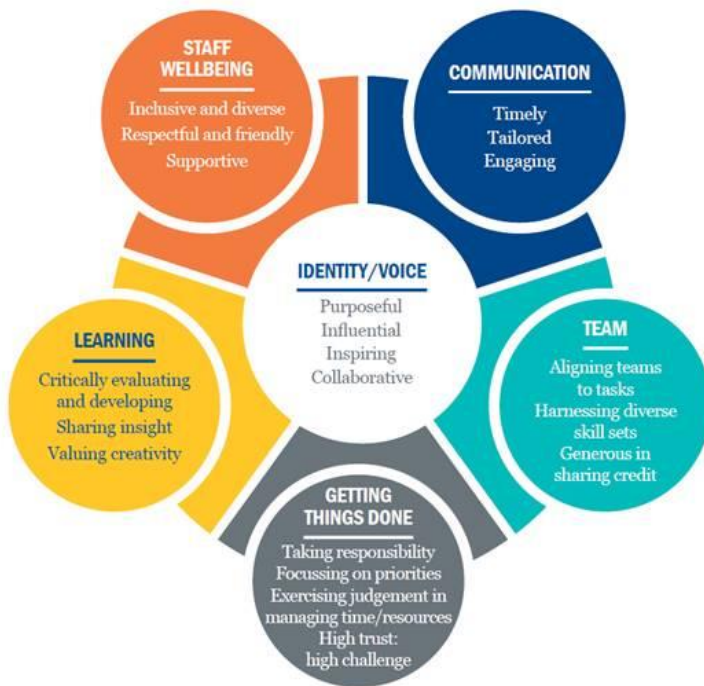
**Post title:** Senior Policy Officer

**Responsible to:** Clare Owen, Assistant Director

### Medical Schools Council

The Medical Schools Council is the representative body for UK medical schools. The council is made of the heads of UK medical schools and meets in order to shape the future of medical education and research in the UK. It is a separate charity and company under the umbrella of Universities UK.

## MSC Values and behaviours



## Job Summary

The Senior Policy Officer will join a team responsible for sharing best practice between all medical schools and university hospitals with regards to medical research and education. The person will run a number of committees relating to research and development in the NHS and the promotion of clinical academic careers. There will be scope to take the initiative to develop new work streams which take forward the research agenda within medical schools and Trusts in addition to providing high quality secretariat support to governance committees. The role includes support to the UK Clinical Research Collaboration, a forum which promotes a strategic approach to the identification of opportunities and obstacles to clinical research in the UK and their resolution as well as information sharing between all stakeholders at the most senior level in Government, Industry, the charities and academia. The salary will be on the scale running from £37720 to £47813. 27 days' leave are provided plus 4 occasional days when the offices are closed.

## Main Responsibilities

The role holder will have responsibility for:

- Organising and supporting various committees. This work will include; agenda setting, preparation of papers, drafting and circulating minutes, and following up on actions
- Carrying out research to support the development of clinical academic careers and the successful prosecution of the bio-medical research agenda
- Event management. Arranging events for up to 100 attendees, including scoping, booking and liaising with venues, organising attendees and on the day administration
- Responding to telephone and email enquiries from members of the public and members

- Assisting the Chief Executive and other colleagues
- Undertaking any other tasks/duties as may be reasonably required

### Compliance and Governance

- To take responsibility for own health and safety in line with MSC and UUK H&S policy and current legislation, and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible
- To ensure compliance with MSC and UUK's internal procedures and all external legal requirements
- Maintaining membership records and systems

### Personal Effectiveness

- To take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives

### General

- To show respect to colleagues, external partners and stakeholders, and to understand and adhere to MSC and UUK's equality and diversity policy, MSC and UUK's organisational capabilities, and its value of dignity at work.
- To work collegially, and to support all the teams which the post has contact with, in achieving MSC's objectives.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Last reviewed: January 2020

## Person specification

Essential/Desirable	CRITERIA	ASSESSED
<b>A. EDUCATION &amp; QUALIFICATIONS</b> <i>Detail the levels of educational achievement and vocational training necessary to carry out the accountabilities of the post. Include level or standard of qualification.</i>		
	<b>A1. Specialist</b>	
<i>Essential</i>	A degree or equivalent.	<i>Application Form</i>
<i>Essential</i>	Experience of providing secretariat support to governance committees	<i>Application Form</i>
<i>Desirable</i>	Experience in working in an organisation or institution within or related to the higher education sector.	<i>Application Form</i>
<b>B. EXPERIENCE</b> <i>Detail the level of experience required of the post holder.</i>		
<i>Desirable</i>	Experience of working in a membership organisation	<i>Application Form/ Interview</i>
<b>C. SPECIALIST KNOWLEDGE REQUIRED</b> <i>List the skills or specific personal qualities required to enable the post holder to carry out their accountabilities – (see document on competencies framework).</i>		
	<b>C1 Sector Awareness</b>	
<i>Desirable</i>	An understanding of higher education	<i>Application Form/ Interview</i>
<b>D. OTHER</b> <i>Detail any specific requirements not covered by the above.</i>		
<i>Essential</i>	Numerate with good oral and written communication skills with good IT skills, specifically competence with Microsoft Office (Outlook, Word, Excel, Powerpoint)	<i>Application Form/ Interview</i>
<i>Essential</i>	Organised with a demonstrable ability to work under pressure and meet deadlines	<i>Application Form/ Interview/assessment</i>
<i>Essential</i>	Attention to detail	<i>Application Form/ Interview/assessment</i>
<i>Essential</i>	Ability to problem solve	<i>Application Form/ Interview</i>
<i>Essential</i>	Understanding of, and commitment to, equality and diversity as set out in UUK's equality and diversity policy	<i>Application Form/ Interview</i>