



## Job description and person specification

### Job Opportunity

An exciting new opportunity has been created for an experienced, insightful and conscientious Senior Policy Officer to support clinical research and clinical academic careers in the UK. Working with the field's leaders, the successful candidate will become the lynchpin between those undertaking research in the UK's medical schools and university hospitals, and those funding that research. This post urgently needed to optimise the UK's response to COVID 19.

In the post COVID environment much will need to be done to support clinical academic careers and to optimise information flows between those undertaking this essential research.

The successful person will almost certainly have experience of working in one of the medical research charities, in a university or one of the medical Royal Colleges. The Medical Schools Council's office is based in Universities UK's Woburn House, Tavistock Sq in London but all work is currently undertaken remotely and in future flexibility will be possible.

It is a demanding role in a very busy office, providing support for the UK Clinical Research Collaboration (UKCRC), chaired by the Chief Medical Officer, Professor Chris Whitty. for the MSC's Research Sub-Committee, for the University Hospital Association's R & D Directors and for effective communication with doctors undertaking their training in clinical research – either as PhD students, post-docs or more senior research scientists. The opportunities are significant for the right person as s/he will be given the freedom to determine the most effective means of communication, collaboration and support. The role is in part supported by four funders: NIHR, MRC, CRUK and the Wellcome Trust.

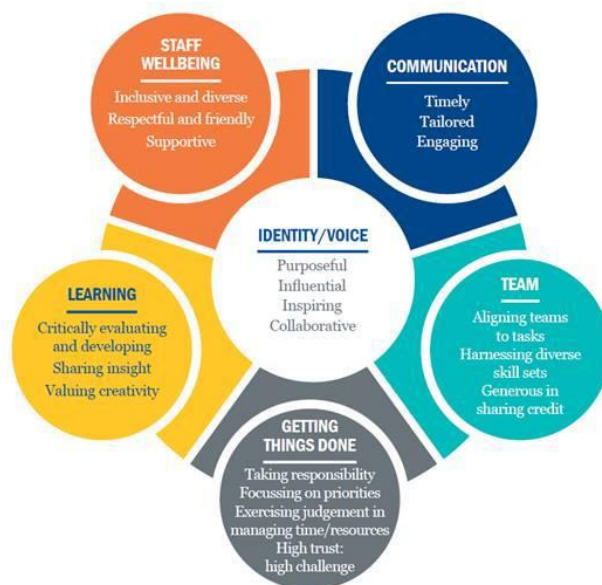
The role holder will need to develop a detailed understanding of training pathways for doctors undertaking clinical research in the NHS and the mechanisms by which that research is supported. The person will need to liaise with the funders of clinical research in the charities and Government funding agencies. Excellent written and oral communication skills are required and the person must be well organised, diplomatic, energetic 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 degree and experience of the clinical research/research funding environment is essential.

Post title: Senior Policy Officer

Responsible to: Clare Owen, Assistant Director

Medical Schools Council

The Medical Schools Council is the representative body for the 40 UK medical schools. The council is made up 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.



## 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 universities, NHS and industry 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 the different 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.

## Main Responsibilities

The role holder will have responsibility for:

- ☐ Communicating the excitement of clinical academic careers to students and young doctors
- ☐ Working to Identify and resolve any impediments to clinical academic careers and the successful prosecution of the bio-medical research agenda.
- ☐ Organising and supporting various committees. This work will include; agenda setting, preparation of papers, drafting and circulating minutes, and following up on actions
- ☐ Event Development and management. Developing events, both online and in person, for up to 500 people. Working with senior leaders to create innovative and engaging agendas, liaising with speakers and ensuring the smooth running of the event.
- ☐ 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

#### General

- To show respect to colleagues, external partners and stakeholders, and to understand and adhere to MSC and UUK’s equality, diversity and inclusivity policy, MSC and UUK’s organisational capabilities, and their value of dignity at work.
- To work collegially, and to support all the teams with whom the post has contact, 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.

#### 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>		
<i>Essential Essential</i>	<b>A1. Specialist</b> A degree or equivalent.	<i>Application Form Application Form</i>

<i>Desirable</i>	Experience of working in one of the medical research charities, in a university or one of the medical Royal Colleges. Knowledge of policy development, ideally in healthcare, research or higher education.	<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>		
<i>Desirable</i>	<b>C1 Sector Awareness</b> An understanding of clinical research and clinical academic careers.	<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	<i>Application Form/ Interview</i>
<i>Essential</i>	Excellent IT skills, specifically competence with Microsoft Office (Outlook, Excel, Word, Powerpoint)	
<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/assessment</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>